

ANTI BULLYING POLICY

Date of creation	February 2021
Frequency of update	Annual
Date of last update	February 2022
Full policy review	October 2024
Author	Designated Safeguarding Lead
Responsible Manager	Director of Student Services
Approved by	ELT and Board of Governors
Date of Approval	

Policy Statement:

This policy is based on DfE guidance “Preventing and Tackling Bullying” July 2017 and supporting documents. It also considers the DfE statutory guidance “Keeping Children Safe in Education” 2024 and ‘Sharing Nudes and Semi Nudes’ guidance.

Barnet and Southgate college aims to create a safe and welcoming environment conducive to learning and development, where mental health and well-being is paramount to future progress, achievements, and success.

The Anti-Bullying and Cyber Bullying Policy outlines what we do to prevent and respond to all forms of bullying and our commitment to developing an anti-bullying culture where the bullying of adults, children or young people is not tolerated in any form.

It is the responsibility of all staff and students, including governors, stakeholders, all staff, parents and carers to support, uphold and implement this policy accordingly.

There is a range of other college policies which are central to many aspects of the Anti-Bullying and Cyber Bullying Policy and should therefore be read for further guidance. Other policies and guidance include:

- Staff Code of Professional Conduct
- Whistle Blowing Policy
- Health and Safety Policy
- Single Equality and Diversity Policy
- Safeguarding and Child Protection Policy
- Positive Behaviour Policy
- Complaints policy
- Online safety and Acceptable Use Policies (AUP)
- Searching, screening and confiscation policy

- SEND Safeguarding Guidance

Legislation

There are several pieces of legislation which set out measures and actions to response to bullying, as well as criminal and civil law. These may include (but are not limited to):

- [The Equality Act 2010](#)
- [The Children Act 1989](#)
- [Protection from Harassment Act 1997](#)
- [The Malicious Communications Act 1988](#)
- [Public Order Act 1986](#)
- [Domestic Abuse Act 2021](#)

Definition of Bullying and Cyber Bullying

Bullying can be defined as “behaviour by an individual or a group, repeated over time that intentionally hurts another individual either physically or emotionally.” (DfE “Preventing and Tackling Bullying”, July 2017). However, our response to an incident will differ depending on the level of involvement, the motivations behind the incident and the appropriateness of the behaviour demonstrated face to face or online.

Bullying can include name calling, taunting, mocking, making offensive comments; kicking; hitting; taking belongings; producing offensive graffiti; gossiping; excluding people from groups and spreading hurtful rumours.

Bullying also includes sending offensive, upsetting and inappropriate messages by phone, text, instant messenger, through gaming, websites, social media sites and apps, and sending offensive or degrading photos or videos.

Bullying is also recognised as child-on-child abuse. It can be emotionally abusive and can cause severe and adverse effects on children’s emotional development.

Staff are expected to recognise abuse is abuse and should never be tolerated or passed off as ‘Banter’, ‘just having a laugh’ or ‘part of growing up’.

Forms of Bullying

Bullying can happen to anyone. This policy covers all types and forms of bullying including:

- Bullying related to physical appearance
- Bullying of young carers, children in care or otherwise related to home circumstances
- Bullying related to physical/mental health conditions
- Physical bullying
- Emotional bullying
- Sexual bullying
- Bullying via technology, known as online or cyberbullying

- Prejudicial bullying (against people with protected characteristics):
 - Bullying related to race, religion, faith and belief and for those without faith
 - Bullying related to ethnicity, nationality or culture
 - Bullying related to Special Educational Needs or Disability (SEND)
 - Bullying related to sexual orientation (homophobic/biphobic bullying)
 - Gender based bullying, including transphobic bullying and misogyny/misandry.
 - Bullying against teenage parents (pregnancy and maternity under the Equality Act)

Bullying can have a detrimental impact on children, young people and vulnerable adults and can affect anyone in the following ways.

- Develop mental health and well-being concerns, such as depression and anxiety.
- Experience low self-esteem.
- Become isolated and withdrawn from peer groups, college staff and family.
- Experience physical complaints, like constant stomach aches and headaches, which can be an impact of stress.
- Avoid attending college and experience difficulty in engaging in learning.
- May start to self-harm and feel suicidal.
- Stop doing the things they enjoy.
- Feel worthless and lose self-confidence and motivation.
- Experience difficulties in sleeping and eating.

Preventing Bullying

The college recognises that all forms of bullying, especially if left unaddressed, can have a devastating effect on individuals; it can create a barrier to learning and have serious consequences for mental wellbeing. Therefore the [College Values](#), the Positive Behaviour policy and the Behaviours for Excellence should be referred to when challenging practice and language; and be considered when managing all bullying incidences.

All college staff are responsible for creating an inclusive environment which promotes a culture of mutual respect, consideration and care for others; through encouraging discussions and promoting awareness on differences between people that could motivate bullying during tutorials and enrichment activities.

Everyone should recognise that some members of our community may be more vulnerable to bullying and its impact, for example, those with SEND, looked after children, unaccompanied asylum seekers or those with caring responsibilities.

Being aware of this will help us to develop strategies to prevent bullying from occurring and provide appropriate support, when required. Individuals who present with SEND are more likely to be bullied due to the following reasons:

- They may experience limitations to understanding different disabilities and conditions
- They may be seen as “different”.
- They may not recognise that they are being bullied.
- They may be doing different work or have additional support at college or employment.
- They may be more isolated due to their disability.
- They may have difficulties in telling people about being bullied.

- They may find it harder to make friends.

The colleges Acceptable Use Policy encourages the safe use of technology, especially mobile phones and social media, positively and responsibly; and actively promotes creating “safe spaces” for everyone within the college community, whether they are at home, at college or online.

Responding to Bullying and Cyber Bullying

All staff should intervene by identifying and tackling bullying when identified and should reflect on the impact and effects bullying can have on an individual, if not reported timely.

Bullying must be dealt with sensitively and taking into consideration the age and developmental needs of everyone involved in the incident. The Curriculum Managers, Personal Tutors, other staff including Student Services, the Safeguarding, Early Help team and Counsellors will work in partnership with parents/carers, social workers and any external agencies regarding all reported bullying concerns (where appropriate).

The following steps should be taken when dealing with all incidents of bullying reported to the school.

Step 1	If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who has been approached or witnessed the concern by informing the Curriculum Manager.
Step 2	The Personal Tutor and Curriculum Manager will provide appropriate support for the person being bullied and anyone else involved making sure they are not at risk of immediate harm and will involve them in any decision making, as appropriate. If students are 16-18 or have SEND, the Manager Investigating should inform parents carers and/or social workers. In this case, a referral should always be made to the Safeguarding. See appendix 2 for Safeguarding Process.
Step 3	The Safeguarding Team must be informed of all bullying issues to support with appropriate interventions and may share information to external agencies such as the police, if a criminal offence has been committed, or other local services including Local Authority MASH team if a child is felt to be at risk of significant harm. Staff must complete a referral form (see appendix 3) and will be informed of actions taken, where appropriate.
Step 4	The bullying must be investigated and evidence in a report by the Curriculum Manager. In consultation with the Designated Safeguarding Team and/or Campus Director, the Curriculum Manager/s will interview those involved and obtain written statements of the incident. Written statements must be collated, as part of the investigation process. The Investigation report should include a brief statement of what happened, who was involved, witness statements, actions taken and include decisions and action taken.
Step 5	Following the investigation, sanctions, as identified within the Positive Behaviour Policy, and support will be implemented in consultation with all parties concerned. Where the bullying of or by students takes place off site or outside of normal college hours (including cyberbullying), staff must ensure that the concern is fully investigated, adhering to this process.

Online Safety

The rapid development of, and widespread access to, technology has provided a new medium for 'virtual' bullying, which can occur in or outside college.

When responding to bullying concerns online, the step-by-step process for responding to bullying, as detailed above, must be followed timely to ensure that it does not happen again and prevent content from going viral.

To deal effectively and timely with an online bullying incident, we encourage to keep any evidence (screenshots) of the bullying activity, to assist any investigation and identify those responsible.

When managing an incident where indecent and/or inappropriate images have been shared, staff must follow the Safeguarding referral process and adhere to the steps below:

- Never view, copy, print, share, store or save the imagery yourself, or ask a child to share or download – this is illegal.¹
- If you have already viewed the imagery by accident (e.g. if a young person has showed it to you before you could ask them not to), report this to the DSL (or equivalent) and seek support.
- Do not delete the imagery or ask the young person to delete it.
- Do not ask the child/children or young person(s) who are involved in the incident to disclose information regarding the imagery. This is the responsibility of the DSL (or equivalent).
- Do not share information about the incident with other members of staff, the young person(s) it involves or their, or other, parents and/or carers.
- Do not say or do anything to blame or shame any young people involved.
- Do explain to them that you need to report it and reassure them that they will receive support and help from the DSL (or equivalent).

[The Sharing Nudes and Semi Nudes](#): advice for education settings working with children and young people should be read by all staff to assist them in managing cases sensitively and within the law.

The investigation may also include:

- looking at use of the college systems
- Contacting the police, if necessary and online service providers, including the [Internet Watch Foundation](#) (IWF) to report child sexual abuse, material and images and/or the [Child Exploitation Online Protection Centre](#) (CEOP) to report online grooming, bullying, inappropriate communications etc to prevent the incident from spreading and assist in removing offensive or upsetting material from circulation.
- Confiscating and searching electronic devices, such as mobile phones, in accordance with the law and the colleges Searching and Confiscation Policy.
- Requesting the deletion of locally held content and content posted online if they contravene with the colleges Positive Behaviour policy and Acceptable Use Policy.

Policy and Support

The whole college community will provide a range of approaches for students, staff and parents/carers to access support and report concerns.

We will regularly update and evaluate our practice to consider the developments of technology and provide up-to-date advice and education to all members of the community regarding positive online behaviour and online safety.

We will take appropriate, proportionate, and reasonable action, in line with existing college policies, for any bullying brought to the colleges' attention, which involves or affects students, even when they are not on college premises.

We will implement appropriate disciplinary sanctions; the consequences of bullying will reflect the seriousness of the incident and will use a variety of techniques to resolve the issues between those who bully, and those who have been bullied.

We will provide staff training to identify all forms of bullying and take appropriate action, following the Anti-Bullying and Cyber Bullying Policy and procedures, including recording and reporting incidents.

We will provide opportunities to develop students' social and emotional skills, including building resilience and self-esteem accessing internal and external support, such as helplines and websites, workshops delivered by Student Services, Personal Tutor activities through induction and in tutorials, training to the student representatives and student governors, and the use of the Colleges Counselling Service. (This list is not exclusive).

We will collaborate with other local educational settings as appropriate, and during key times of the year, for example during transition and work with all parents/carers and the local community to address issues beyond the college gates that give rise to bullying.

We will celebrate success throughout the student journey through recognition of achievement relative to the potential of individuals. This can include verbal praise for good behaviour, achievement or progress, using one-to-one tutorials and progress reviews to recognise students' achievements.

Monitoring and review

This policy will be regularly monitored and reviewed in accordance with:

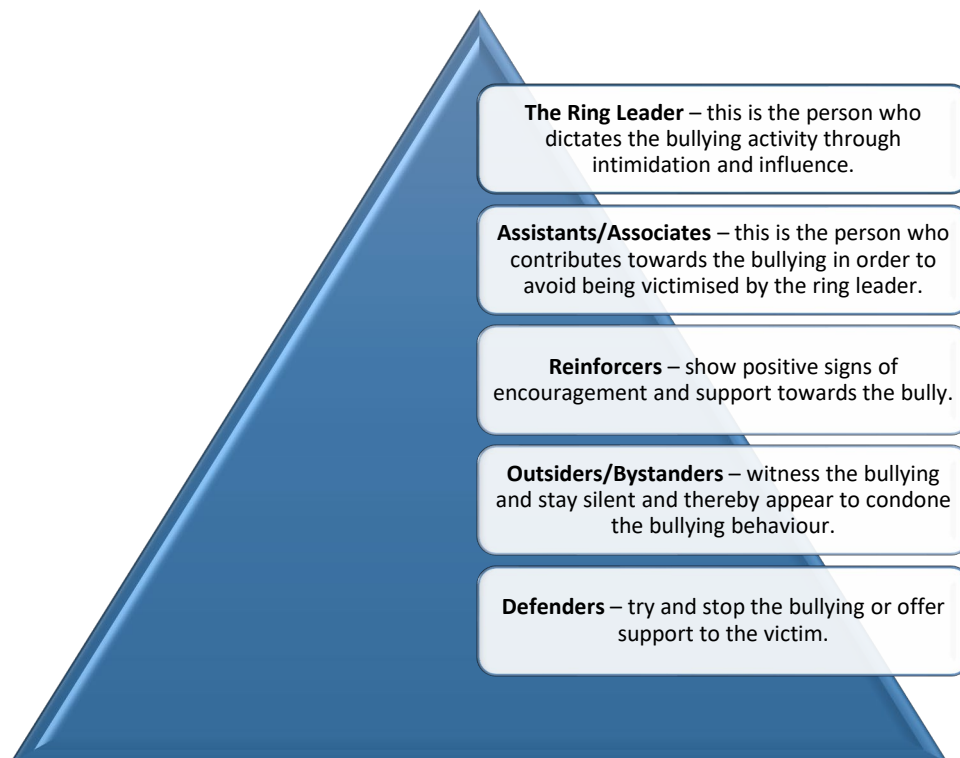
- Changes in legislation and statutory guidance
- Key trends identified through the college's compliments, complaints and concerns process.
- Behaviour logs
- The colleges annual Self-Assessment Review process to continually develop and improve safeguarding practices across the organisation. Any issues identified will be included in future action planning and the Colleges Self-Assessment Review.

Appendix 1 The Bullied Vs the Bullies

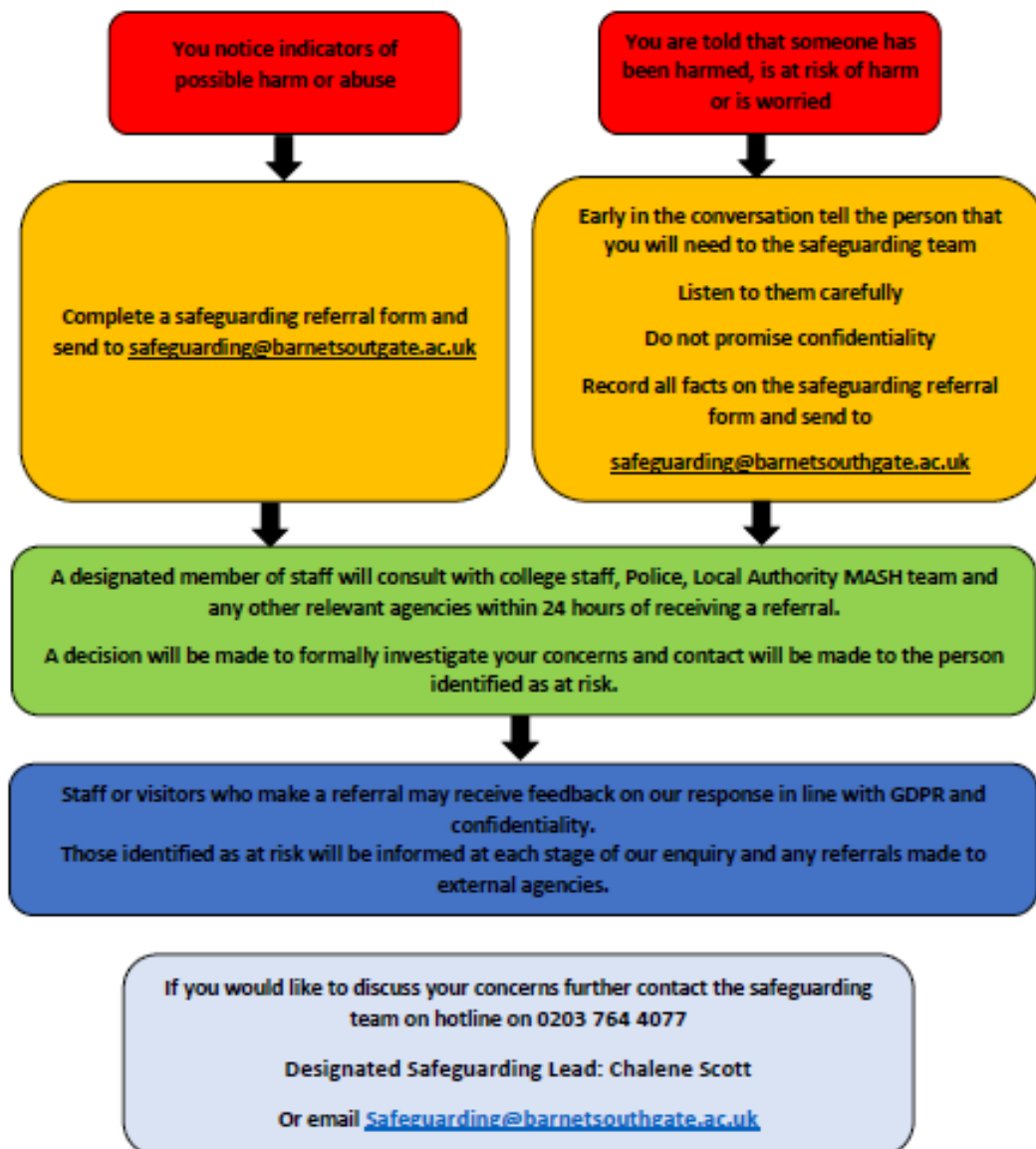
Individuals may be reluctant to report incidents of bullying out of fear of the consequences or concern that they will be left unsupported.

Some children with disabilities or communication difficulties may not be aware they are being bullied. They may also have difficulty explaining what is happening. Staff, volunteers, children and young people, parents and carers should look out for signs of bullying and report it immediately.

You may not be involved directly in bullying, but you may be able to be identified by the roles within the bullying cycle; It is important to remember that bullies can adopt a range of these behaviours at different times.



Safeguarding Referral Procedure



It is important to apply this procedure with sensitivity and remain calm. It is extremely important to maintain the confidentiality and privacy of the person involved and to only communicate with those that need to know.

The safeguarding team will also provide any feedback or strategies to support you and the student.

Appendix 3: Referral Form

SAFEGUARDING REFERRAL FORM

This form is to be completed to record and report:

- Information Sharing
- Safeguarding Concerns

Please complete and forward to: safeguarding@barnetsouthgate.ac.uk.

For immediate advice call a member of the Safeguarding Team on 020 3764 4077.

Have you informed the student you are making this referral (Tick Box)?

No		Yes	
----	--	-----	--

Student Details: (Complete details of the student you are concerned about)

Date of Disclosure		Time of Disclosure	
Course		Name of person making referral	
Initials of Student:		Student ID Number:	
Address:		Student Contact Number:	
Post Code:		Date of Birth:	
Borough:		Parent/Carer Name Contact No:	
Parent/Carer Name:			
Summary of Concern/Incident <i>Factual – what do you KNOW?</i>			
How often/How long ago did the incident occur? Not known			
Who is/has been involved (siblings other students etc)?			
What has happened? (What do you know?)			
Where and when did the incident take place?			
Other action taken by you or others: please provide details of meetings/referrals/other measures taken			
Signature:		Date:	

Appendix 3 Useful links and support organisations (Internal and External)

- Barnet and Southgate College: 020 8266 4000
- Colleges Complaints: <https://www.barnetsouthgate.ac.uk/the-college-and-campuses/compliment-and-complaint-form>
- Safeguarding Team: Safeguarding@barnetsouthgate.ac.uk or Call: 020-3764 4077
- Safeguarding electronic referral form: [Link](#)
- Counselling counselling@barnetsouthgate.ac.uk
- Anti-Bullying Alliance: www.anti-bullyingalliance.org.uk
- Childline: www.childline.org.uk
- Kidscape: www.kidscape.org.uk
- MindEd: www.minded.org.uk
- NSPCC: www.nspcc.org.uk or call 0808 800 5000.
- The BIG Award: www.bullyinginterventiongroup.co.uk/index.php
- PSHE Association: www.pshe-association.org.uk
- Victim Support: www.victimsupport.org.uk
- Young Minds: www.youngminds.org.uk
- Young Carers: www.youngcarers.net

SEND

- Mencap: www.mencap.org.uk
- Anti-Bullying Alliance Cyberbullying and children and young people with SEN and disabilities: www.cafamily.org.uk/media/750755/cyberbullying_and_send_-_module_final.pdf

Cyberbullying

- Childnet: www.childnet.com
- Internet Watch Foundation: www.iwf.org.uk
- Think U Know: www.thinkuknow.co.uk
- UK Safer Internet Centre: www.saferinternet.org.uk
- The UK Council for Child Internet Safety (UKCCIS) www.gov.uk/government/groups/uk-council-for-child-internet-safety-ukccis
- DfE 'Cyberbullying: advice for headteachers and school staff': www.gov.uk/government/publications/preventing-and-tackling-bullying
- DfE 'Advice for parents and carers on cyberbullying': https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/444865/Advice_for_parents_on_cyberbullying.pdf

Actioning and empowering change in the community

- Anne Frank Trust: www.annefrank.org.uk
- Kick it Out: www.kickitout.org
- Report it: www.report-it.org.uk
- Stop Hate: www.stophateuk.org
- Educate against Hate: www.educateagainsthate.com
- Show Racism the Red Card: www.srtrc.org/educational

- ELOP Counselling LGBT - www.elop.org
- The Mix <http://www.themix.org.uk/>
- LGBT Foundation www.lgbt.foundation