

City Gateway

Anti-Bullying Policy

Reviewed by (name)	Date	Next review needed
Mark Pike	May 2022	May 2023
Mark Pike	May 2023	May 2024

This policy will be reviewed on an annual basis

1. **Introduction**

City Gateway is committed to the promotion and development of Equality, Diversity and Inclusivity. Our aim is to provide a supportive, caring and safe working and learning environment which values individuals. Our commitment is to provide learners with an environment, where they will be treated with dignity and respect, where any form of bullying is unacceptable and will not be tolerated.

2. **Our Vision**

We aim to:

- Create an atmosphere in which mutual respect and tolerance of an individual's right not to be bullied, emotionally, sexually, verbally or physically, will thrive.
- Encourage learners to take responsibility for their own freedom from intimidation and the freedom of others in the same respect.
- Encourage a consistent approach and attitude by all staff in which incidents can be dealt with appropriately and promptly.
- Create an open atmosphere within The Pavilion where learners can go to a variety of listeners for support.

We will:

- Ensure that we recognise that bullying can occur and take appropriate action when identified.
- Train all staff to recognise that they have a responsibility to work together to prevent and stop bullying.
- Speak about anti-bullying at the learner's Induction.
- Encourage promotion and development of anti-bullying.
- Encourage an atmosphere in which learners feel comfortable to confide in staff so we can investigate.
- Advise all staff of our policy, procedures and sanctions.

3. **Definition of bullying**

There is no legal definition of bullying, but it is usually defined as; repeated deliberate behaviour which is intended to hurt someone either emotionally or physically and is often aimed at certain people because of their race, religion, gender or sexual orientation or any other aspect, such as appearance or disability.

Bullying can be by an individual, or a group, usually repeated over time. Bullying affects everyone.

4. **Forms of bullying**

Behaviour by an individual or group usually repeated over time that intentionally hurts another individual or groups either physically or emotionally. Bullying can take many forms including:

- Physical
- Emotional
- Threats
- Prejudice (racial, homophobic, culture, religious, learning difficulty or disability)
- Cyber bullying
- Verbal
- Sexual
- Coercion
- Blackmail
- Catfishing
- Gaslighting
- Mobile
- Forceful behaviour

5. **Reporting incidents**

Learners may report bullying by:

Calling, texting or emailing the Executive Designated Safeguarding Lead on, 07580 585614

- or nina.dove@citygateway.org.uk
- Calling NSPCC Helpline on 0808 800 5000
- Calling ChildLine on 0800 1111 or visiting their website: <http://www.childline.org.uk/>

When reporting bullying the learner must be informed that information will be recorded and may be passed on to the Designated Safeguarding Lead if it is felt that they are at risk from harm.

All allegations of bullying will be taken seriously by City Gateway and will be responded to promptly and effectively. When a learner reports a case of bullying, the matter will be dealt with by the Designated Safeguarding Lead as soon as possible.

Where there is believed to be a risk of significant harm the case will be referred to the Head of Education and Inclusion and dealt with following the Safeguarding, Child Protection and Vulnerable Adults Policy.

If the allegation of bullying is against a member of staff it must be reported through the formal grievance procedure and passed to their Line Manager and copied to the CEO.

6. **Recording incidents**

When a learner reports an incident of bullying the following information should be gathered:

- Date(s), times(s) and place(s) of incidents(s)
- Name of any witnesses
- What actually happened
- How it made the learner feel
- Any action taken
- Original copies of any evidence connected with the bullying (e.g. written material, printouts/screen shots).

It should then be submitted through CPOMS, with any documents uploaded to the vault in Cpoms.

7. **Investigation**

The Designated Safeguarding Lead will initially meet with the learner to discuss their concern. If this matter needs to escalate to formal proceedings, then their Line Manager, CEO or Head of Education and Inclusion may need to be involved, if it relates to a member of staff. If the incident relates to other learners, then their relevant tutors may need to be involved.

In the case of serious, formal matters the grievance and disciplinary procedure will be followed.

8. **Support**

- Learners will be supported through the concern and be made aware that staff will listen to and support them.
- Potential barriers need to be identified and addressed at the outset to enable learners to approach adults for help.
- Learners being bullied and those who bully will be supported; support plans and signposting to external support agencies will be put into place where necessary.
- Sanctions for those bullying others will seek to be avoided.
- Parents/carers will be advised of City Gateways' anti-bullying policy and practice.

- Any incident of bullying will be discussed with the learner's parent(s)/guardians if they are under the age of 18 years. (Perpetrator and victim)
- Information and advice on coping with bullying will be made available.
- Support will be offered to the parent(s) including information on other agencies or support lines.

9. **Monitoring and review**

All incidents of bullying and the outcomes will be recorded centrally using CPOMS.

All incidents shall be reviewed by the DSL and Head of Education and Inclusion at the Safeguarding and Health and Safety Sub Committee of the Trustee Board. Any changes in practice to make improvements shall be recorded in the Quality Improvement Plan (QIP).

10. **Related information and links**

- Safeguarding, Child Protection and Vulnerable Adult Policy
- Grievance Procedure
- Disciplinary Policy
- www.childline.org.uk
- www.anti-bullyingalliance.org.uk
- www.thinkuknow.co.uk
- <http://ceop.police.uk>
- <https://tootoot.co.uk/>

11. **Designated Safeguarding Staff**

- Mark Pike – Head of Education and Inclusion
- Nina Dove – Designated Safeguarding Lead
- Kate Vintiner – Trustee

12. **Closing statement**

Our anti-bullying stance includes any activity or action, whether verbal, written or physical, including the use of social media that seeks to make a victim of any individual on the grounds of; Disability, Gender Reassignment, Race, Religion/Belief, Sex, Sexual Orientation, Marriage & Civil Partnership, Pregnancy & Maternity and Age.