



North Warwickshire  
& Hinckley College

# North Warwickshire & Hinckley College

## Anti-bullying Guide

**I am being bullied**



**Stage One**  
Talk to someone

- Your Tutor or Progress Coach
- Another member of staff
- A member of the Safeguarding Team



Informal method works and bullying stops



Person who receives report completes a Logging a Concern form which is sent to the Designated Safeguarding Lead and Deputy. An appropriate person is assigned to deal with the issue. This is usually a Tutor, Progress Coach or Vocational Link Worker.



Informal method does not work, or is not suitable: Designated Safeguarding Lead assigns an Investigating Officer.



**Stage two**  
Formal action starts



Investigating Officer conducts an investigation within 5 working days



Investigating Officer invites parties involved to a formal meeting to discuss findings and recommendations which may lead to disciplinary action, mediation, moving student to other groups etc. If bullying is confirmed, disciplinary action will follow.



Decision acted upon and situation monitored to ensure resolution



**Appeal stage**

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## Types of Bullying

**Bullying includes:** a wide range of repetitive behaviours with the intent to cause harm which could happen in a group or on a one to one basis. More extreme versions of these behaviours may be classed as peer on peer abuse. Some examples of bullying and peer on peer abuse are: name calling, offensive comments, hitting, pushing, theft or damage to belongings, graffiti, coercion, spreading of harmful messages through gossip, sending or spreading messages and images through mobile phones (also known as sexting) and the internet, gender based violence, sexual assault, hazing and deliberate exclusion.

**The college operates zero tolerance of bullying and will not accept it in any form.**

**Bullying is not:** teasing and banter between friends without intention to cause harm, falling out between friends after a disagreement, behaviour that all parties consented to.

**Bullying linked to prejudice and discrimination:** bullying can also be linked to prejudicial behaviour or targeting of certain individuals or groups – for example homophobic bullying, bullying associated with disability, bullying related to health conditions and allergies, bullying related to race and religion, bullying of students who care for their parents or their siblings (young carers), and gender based bullying (e.g. trans phobic, sexual and sexist bullying).

**Bullying related to appearance:** we also know that students can be subjected to bullying related to their physical appearance (e.g. weight, height, disfigurements, hair, teeth, skin conditions, and clothes).

**Sexual bullying:** sexual bullying is any behaviour with a sexual element that is harmful, non-consensual and repeated. This could include sexual comments and name-calling, spreading of sexual rumours, use of technology and social networking sites to spread sexual gossip, comments or images and non-consensual touch (e.g. touching body parts, pulling bra straps), which will be classed as sexual assault.

**Cyber-bullying:** the development of internet and mobile phone technology has provided different tools and methods for bullying others known as 'cyber-bullying'. However, fundamentally it is driven by the same behaviour and motivation as any form of bullying. One off incidents, such as sending an image which is then forwarded to a group, can quickly become repetitive. Cyber-bullying can include sending or posting of harmful messages, comments and images online or through mobile phones (known as sexting), exclusion from social networking and impersonating of others to cause harm.

**Bullying and crime:** There are times that bullying behaviour becomes criminal - but not all bullying behaviour is criminal. Some examples of bullying behaviour that could be considered criminal include threatening or actual physical assault, threatening or actual sexual assault, the use of technology to bully and harm, coercing others to commit a crime, hate crime (e.g. racism). If we think a crime has been committed, the police will be contacted for advice.

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## Signs of Bullying

Bullying involves an imbalance of power; the person on the receiving end feels like they can't defend themselves. When students are bullied their lives are made miserable, they may suffer injury and will certainly lose confidence and self-esteem. In extreme cases they may even contemplate suicide. A student's change of behaviour or appearance may be an indicator that they are being bullied.

**Attendance:** a student may become frightened of walking to College, unwilling to use public transport; there may be increased absence, changes to their usual routine, improbable excuses given for absence.

**Changes in appearance:** young people often change their appearance. However sometimes this is a sign of being bullied especially if the student seems to be covering up cuts or bruises. Sometimes there is rapid weight loss, or weight gain, or the person stops eating. More obvious signs are torn clothes.

Often bullying goes unreported as victims may feel they are either somehow to blame or that the repercussions will make matters worse. It is important therefore for all staff, students and parents/carers to work together to ensure students feel able to report bullying and to be supported when they do so.

## Preventing Bullying

The College aims to prevent bullying before it happens. Listed below are examples of the strategies which we use:

- Full time students learn about respect and bullying, citizenship, equality and diversity in group tutorials. Within this framework and also throughout the curriculum there are opportunities to develop skills such as team work, empathy, resilience.
- The College identifies students who are vulnerable and / or at risk of disengagement or underachievement. These students are monitored closely so early interventions can be put in place to prevent issues from escalating.
- Students are encouraged to self-disclose sexual orientation, religion or belief so staff are aware of the potential for bullying. Staff will then watch out for any issues developing which could provoke a conflict.
- Anti-Bullying posters are displayed throughout the College to raise awareness and signpost support.
- The College works closely with external support agencies, for example: local LGBT Groups.
- All staff will receive safeguarding training which covers aspects such as cyber-bullying.
- Anti-Bullying events, E & D week and internet safety day are an established part of the College calendar.
- The College works closely with local community police to gather intelligence of situations or incidents outside the College which may have a potential for conflict between students in the College.

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- Support Staff work with specific vulnerable groups to develop resilience, communication skills and coping strategies.
  - Expectations are made clear to students at induction and students sign the Student Contract.
  - Promote and work in partnership with the Students Union to seek advice and support; to help students share their voice and experience.

## **Learners with Special Educational Needs and Disabilities**

Some students with Special Educational Needs and Disabilities may be especially vulnerable to bullying or have difficulties in communicating problems. The College has an extensive team of specialist Additional Support (ALS) staff who work closely with students to identify needs, support and advocate for students so they have the best possible chance of success on their course. The staff are skilled, experienced and often, because they work closely with students are able to identify signs early. Any report of a student with Special Educational Needs and Disabilities being bullied will involve a member of the ALS teams, unless it is inappropriate.



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# DO YOU REALLY KNOW WHO YOU'RE CHATTING TO ONLINE?



Hi, I'm Holly. What's your name?

Hey, I'm Sophie. Where do you live?



## PEOPLE MAY **NOT** BE WHO THEY SAY THEY ARE!

 **BE SMART**  
ONLINE



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& Hinckley College

# Think

BEFORE YOU



Is it True? Helpful? Inspiring?  
Necessary? Kind?

**THINK before you post!**

North Warwickshire & Hinckley College

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