

### ***Anti-Bullying Statement***

**All members of CCSS have the right to feel happy and comfortable and no one should ever feel threatened or made unhappy by the actions of anyone else. Each member of the college will respect and support others at all times and all allegations of bullying will be taken seriously.**

### **Aim**

Cambridge Centre for Sixth Form studies takes a very positive approach towards behaviour and the college expects everyone – students and teachers alike – to show courtesy, consideration and respect to others at all times. The required behaviour of all students is explained clearly, in a way appropriate to all students in the college through a well thought out PSHE programme, a student/parent guide and one to one tutorials. Any incident of bullying in the school is taken very seriously and the students are made aware of the consequences of their actions. CCSS also recognises that it must take note of bullying perpetuated outside College premises which spills over into the college environment.

### ***Bullying is defined by the following:***

- Bullying involves one person or group hurting, persecuting, or intimidating another person or group. It is a persistent, repeated and intentional act. It may be related to race, religion, culture, sexual orientation, homophobia, special educational needs and disability, social or cyber (intimidation by text message, e-mail and other forms of electronic communication).
- Bullying may be emotional or physical.

**Emotional:** calling names; spreading rumours; teasing; making people feel ‘small’; interfering with property; isolating people; talking about people behind their back; sending unpleasant emails, text messages or notes.

**Physical:** deliberately pushing and shoving; any threatening behaviour.

**Peer on Peer Bullying** is most likely to include but not limited to bullying ( including cyber bullying) gender based violence/sexual assaults such as girls being sexually touched/assaulted or boys being subject to initiation rites/hazing type violence and sexting. Staff must recognise that students are capable of abusing their peers and that abuse is bullying and should never be tolerated or passed off as ‘banter’ or part of growing up.

### **Cyber Bullying**

The advent of cyber bullying adds new dimensions to the problem of bullying. Cyber bullying can follow students into their private spaces and outside school hours. CCSS makes available to students, through the student/parent handbook, the student internet user guide and via tutors the college guidelines on where to go for help. The College reserves the right to monitor students’ use of the internet on a routine basis and to examine mobile phones where there is a reason to suspect abuse. Students are held responsible for all material they place on a website and for all material that appears on a website of which they are the account holder. The College promotes the positive use of new technologies through its policies, curriculum delivery, pastoral tutorials and PSHE. The college encourages all members of the college community to use social media

responsibly. Staff are expected not to leave a computer (or any other device) logged in when they are away from their desks.

Bullying can cause psychological damage and even suicide in some extreme cases.

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

For further information refer to Cyberbullying : Advice for headteachers and school staff ( available on sharepoint)

### Signs of Bullying

All staff in the school are made aware of the different types of bullying and places where bullying is more likely to occur through inset training and tutor/house manager meetings. Students who are being bullied may show changes in behaviour, for example becoming shy and nervous, feigning illness, changes in work patterns, lack of concentration or taking unusual absences. The welfare team meet regularly and discuss individual students where a change in behaviour has been noticed by house managers, tutors or the nurse.

### The Prevention of bullying

All members of CCSS should encourage students to:

- Not be silent this gives the bully power. Doing nothing maintains the bully's power.
- Tell a member of the college staff if you are being bullied, or if you know someone else is being bullied.
- Realise that telling an adult about bullying is not sneaking. You are taking steps to protect a human being from harm. Write down the details of a bullying incident for the staff.
- Try to support the victim.
- Trust that the college will act, even if its actions are not obvious. There is a procedure the staff must go through in order to be certain that bullying is occurring.
- Tell a member of staff if you are aware of any 'initiation' ceremonies intended to cause pain, humiliation or anxiety in the boarding houses. These will not be tolerated by CCSS.

### Procedure with the alleged Victim

- Staff should make the alleged victim feel at ease by assuring them they will: listen; maintain confidence as far as they can although this may be difficult if matters need to go further; try to protect them, try to help them cope and try to help them coexist with the bully.
- Ask them if they wish to have a friend present.
- Give them time to explain the situation and listen carefully.
- Ask them to write down their version of events. Ask them to sign and date this as a record.
- Pass no immediate judgement.
- Make clear that other staff may need to be involved and that the problem will be treated seriously and looked into as a matter of urgency.
- Notify the Deputy Principal and the tutor who will continue to investigate and determine the appropriate strategy and plan of action to combat the bullying.
- Depending on the individual incident, the tutor or Deputy Principal will contact the victim's parents and ask them (where possible) to come in and discuss the matter. They will be encouraged to avoid confrontation with other parents and to keep their child informed about what is happening.
- All staff involved must assure the student that the college is acting, even if those actions are not obvious at first, and keep her informed of what has been done. Support may be offered in the form of counselling.

- If the allegation is of a serious nature or has a racial element the matter must be referred immediately to the Principal.

#### Procedure with the alleged Bully / Bullies

- Usually the staff involved will be the tutor and Deputy Principal.
- The staff involved should explain calmly what allegations or suspicions exist. They should not presume from the outset that the person being interviewed is guilty.
- The staff should listen to the alleged bully's version of events and explain that bullying is wrong and unacceptable.
- Ask them to write down their version of events. Ask them to sign and date this as a record.
- In some cases the member of staff dealing with the bullying incident may request an additional adult to be with them.
- Reconciliation between victim and bully will be encouraged by the tutor or Deputy Principal.
- Depending on the individual incident, the tutor or Deputy Principal will contact the alleged bully's parents and ask them (where possible) to come in and discuss the allegations. They will be encouraged to avoid confrontation with other parents and to keep their child informed about what is happening.
- Support for the bully may involve counselling and further discussions with the tutor or Deputy Principal in an attempt to change the attitude and behaviour of the bully.
- Any sanctions against the bullies will be determined by the Principal in consultation with the Deputy Principal. In more serious and persistent cases the Principal may decide to exclude the bully.

#### Record Keeping

- Records of interviews with the students, conversations with the parents, plus any action taken should be signed by the staff member and kept on file.
- Staff must be able to justify their actions and any written comments.
- The Principal and Deputy Principal should be kept informed of all bullying incidents.
- Staff will be informed verbally where it is felt appropriate to do so.

#### Raising Awareness

The Deputy Principal will organise inset for staff if it is deemed necessary to increase the awareness of bullying and to explore new ways to both prevent and indeed resolve any issues. Through the PSHE programme and individual tutorials students are made aware of the need to respect all students. The Deputy Principal and the tutors monitor the students closely and, if appropriate, outside speakers are invited in to run small discussion groups to help students understand the importance of not simply being a bystander and to speak out against bullying. Parents are always contacted and if possible invited in to discuss any cases of bullying.

In the case of staff being involved in an incident of bullying, the CCSS grievance and complaints procedure should be referred to.

#### Responsibilities

The Principal, reporting annually to the Trustees ensure that appropriate strategies are in place and that they are brought to the attention of the staff, parents and students. The Deputy Principal is responsible for the management of the policy and will ensure that the procedures are in place and keep the Principal informed of incidents.

*This policy has been written with regard to DCSF Guidance Safe to Learn: Embedding anti-bullying work in schools and to the non statutory DfE advice 'Preventing and Tackling Bullying' (July 2017) and Cyberbullying: Advice for headteachers and school staff (2014)*

**Further Guidance may be found by visiting the following websites:**

1. <https://www.gov.uk/government/publications/preventing-and-tackling-bullying>  
Preventing bullying guidance (updated July 2017)
2. [www.kidscape.org.uk](http://www.kidscape.org.uk)
3. [www.childline.org.uk](http://www.childline.org.uk)
4. <https://www.gov.uk/government/groups/uk-council-for-child-internet-safety-ukccis>  
Advice on child internet safety 1.0 – Universal guidelines for providers
5. <https://www.ceop.police.uk/safety-centre/>  
Child Exploitation Online Protection Centre

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## STUDENT FLOW CHART FOR BULLYING

