



Alpha Training / Hawthorn Farm  
Anti-bullying Policy

---

Date of authorisation:	August 2021
Author / Reviewer responsible:	DONNA REYNOLDS
Reviewed by:	MICHELLE HOWDLE
Last amended:	August 2021
Date of next review:	August 2022

## 1. General Statement

The staff of Alpha Training are totally opposed to bullying. Bullying is wrong and damages children; the bully and the bullied. It can lead to serious and prolonged difficulties for all individuals concerned and possibly lead to lasting psychological harm or even suicide. The aim of this policy is to provide pupils with a safe and secure working environment and a consistent response to any incidents of bullying that occur.

Alpha Training recognise that bullying can happen anywhere and our centre regards bullying as particularly serious and firm action will always be taken against it.

Alpha Training aims to create an atmosphere in which every pupil has a sense of involvement and in which he/she can develop as a young person of integrity, social conscience and courage. Alpha Training strives to be a community in which everybody feels valued and safe and within which individual differences are accepted, tolerated and regarded positively. Every pupil has the right to learn and to be respected. Every pupil has the responsibility to respect others, use common sense and be supportive towards each other. It is the right and the responsibility of everyone in the academy to take a stand on bullying.

## 2. What is Bullying?

Bullying is, broadly speaking, the persistent demeaning of an individual or individuals over a period of time: it is the desire of a pupil, or a group of pupils, to cause physical or emotional hurt towards another pupil or group of pupils. Bullying involves deliberate aggression in a relationship in which power is unequally distributed. It is persistent and results in the victim's pain and distress. It may be motivated by prejudice against particular groups for example, on grounds of appearance, health conditions, race, religion, culture, sex, gender, sexual orientation, special educational needs and disability or due to the family background of a child, including the bullying of young carers or looked after children. It can take place for no apparent reason.

Bullying can take the following forms:

- Physical e.g. punching, hitting, pushing.
- Verbal e.g. mocking, ridiculing or tormenting; offensive, racist name-calling or using obvious hurtful names; sexist or homophobic remarks; threatening behaviour.
- Indirect, e.g. the spreading of rumours or social exclusion; continually putting someone down.
- Taking or damaging property
- Cyber bullying:

### **Definition of cyber-bullying**

Cyber-bullying is the use of technology such as mobile phones, email, chat rooms or social media sites such as Facebook, Twitter and Snapchat to harass, threaten, embarrass, intimidate or target



Alpha Training / Hawthorn Farm  
Anti-bullying Policy

---

someone. Unlike physical bullying, cyber-bullying can often be difficult to track as the cyber-bully (the person responsible for the acts of cyber-bullying) can remain anonymous when threatening others online, encouraging them to behave more aggressively than they might face-to-face.

### **Types of cyber-bullying**

- Flaming: Online fights usually through emails, instant messaging or chat rooms where angry and rude comments are exchanged.
- Denigration: Putting mean online messages through email, instant messaging, chat rooms, or websites set up to make fun of someone.
- Exclusion: Intentionally leaving someone out of a group such as instant messaging, friend sites, or other online group activities.
- Outing: Sharing secrets about someone online including private information, pictures, and videos.
- Trickery: Tricking someone into revealing personal information then sharing it with others.
- Impersonation: Pretending to be someone else when sending or posting mean or false messages online.
- Harassment: Repeatedly sending malicious messages to someone online.
- Cyber-stalking: Continuously harassing and denigration including threats of physical harm.

Bullying is the abuse of power, uninvited aggression and behaviour intended to offend.

Actions NOT considered to be bullying:

Not liking someone.

Being excluded from a group.

Arguments.

Isolated acts of aggressive behaviour, intimidation, or meanness or expressions of unpleasant thoughts or feelings regarding others.

### Bullying in the workplace

Incidents, where it has been deemed that a member of staff has been bullying a pupil, will be taken very seriously as a matter of child protection. The Managing Director (Michelle Howdle), with the support of the Office Manager (Donna Reynolds), will deal with this and formal action will be taken where necessary. Such action will also be taken if it is deemed that a member of staff is bullying other members of staff.

In the event of the MD being involved in such incidents, reports will be given immediately to the governing body, City & Guilds, who will also take formal action where necessary.

### 3. Monitoring and Recording

Staff will investigate if bullying is occurring if a pupil:

- Becomes withdrawn and anxious
- Shows loss of confidence and unexpected mood swings
- Shows a deterioration in his/her work across a range of subjects and activities
- Starts to attend school erratically
- Has spurious illnesses and absences
- Reports having nightmares
- Persistently arrives late to school
- Prefers to stay with adults; has a tendency towards being a "loner"
- Has unexplained cuts and bruises



Alpha Training / Hawthorn Farm  
Anti-bullying Policy

- Suddenly begins to lose belongings or reports belongings/uniform are damaged

All staff should be aware of these possibilities and report promptly any suspicions of bullying to Michelle Howdle or Donna Reynolds, who will conduct investigations and make a record of findings.

The Role of the Pupils:

Pupils are encouraged to report incidents of bullying, rather than suffering in silence.

Pupils can:

- Tell the bully to stop. Make it clear that the behaviour is unwelcome and hurtful.
- Seek help. Talk to somebody whom they trust.
- Report it. Alpha Training does not tolerate bullying and we will deal with any incident appropriately.

There is also an online form on the student page on the website that pupils can complete if they are concerned about anything which will be received by Office Manager, Donna Reynolds. There are also specific guidelines on this in the student handbook issued to all pupils.

What to do to help prevent bullying of other pupils

Alpha Training encourages its pupils to be vigilant for bullying happening to other people, and to challenge it if they do notice it. Pupils should:

- Care enough to take action, whether you are personally involved or not.
- Intervene at an early stage so that the problem is dealt with before it gets out of hand.
- Have the courage to report bullying
- Do not follow friends when you disagree with what they are doing.
- Learn to be tolerant and broad-minded and to rejoice in individual differences.
- Be aware of the schools anti-bullying policy and give it your full support.
- Sometimes bullies exclude people. If you are popular and have a positive peer-group, include the victim in your activities.
- Listen to, and ask for advice from your teacher.

4. Rights / Responsibilities

All pupils have a right to an education free from bullying. It is the responsibility of all adults at Alpha Training to ensure that the schooling experience of all members of the community takes place in a safe, caring and protective atmosphere.

Specifically Michelle Howdle is responsible for determining policies and procedures in conjunction with the Office Manager and in discussion with all staff, and for ensuring that appropriate training is available to all staff.

All staff will:

- Know the policy and procedures (all new staff will receive training on the anti-bullying policy as part of their induction training).
- Direct all pupils to the anti-bullying policy in the student handbook.



Alpha Training / Hawthorn Farm  
Anti-bullying Policy

- Be observant and ask pupils what is happening to them.
- Make timely records of conversations between the pupil and themselves about bullying.
- Deal with incidents according to the policy
- Never let an incidence of bullying go unreported to the teacher, whether on-site or during an off-site activity.
- Ensure pupils know that if they have been bullied they are not to blame.
- Ensure pupils know that nobody deserves to be bullied.
- Ensure that all pupils know that everyone is entitled to enjoy their time at Alpha Training.
- Make pupils aware that staying silent solves nothing
- Make pupils aware that we are here to help.
- Ensure that victims of bullying are treated with care and respect.
- Act when incidents of bullying are reported by those other than the victim
- Know that a bullying incident should be treated as a child protection (CP) concern when there is 'reasonable cause to suspect that a child is suffering or likely to suffer, significant harm.'

5. Strategies to implement this policy:

All staff at Alpha Training are made aware of this policy.

Pupils are encouraged to tell an adult if they feel they are being bullied rather than suffering in silence. Staff will deal promptly with any reported case of bullying. A written report of the incident will be made and passed to Michelle Howdle. The victim(s) will receive support from staff. They will be reassured that their concerns are taken seriously and that appropriate action will be taken as outlined below. Should there be any future incidents they will be advised to:

- Stay calm
- Be firm and clear, look the bully in the eye and tell them to stop
- Remove themselves from the situation as quickly as possible
- Immediately talk to an adult about what has happened
- Write down their account of what has happened

Pupils who may have witnessed an incident of bullying, but not reported it, will be given support to empower them if a future incident occurs. Where behaviour may develop into but has not yet become bullying, pastoral staff will meet with the potential perpetrator to discuss a change in behaviour.

Where it is established that bullying has occurred, the following structures allow the bully (bullies) to receive support from staff to prevent any recurrence of the incident/s and to help them to change patterns of behaviour. Whilst the policy allows for escalation of responses through the stages detailed below, sufficiently serious cases of bullying (for example, those involving actual or threatened violence towards another pupil) may be dealt with immediately at the appropriate stage.

At any stage, should there be reasonable cause to suspect that a child is suffering or likely to suffer significant harm due to bullying, then the matter becomes one of child protection and so the Safeguarding Policy must be referred to.

Warning:

If a pupil is beginning to behave in a manner which could be interpreted as bullying, wherever possible a warning will be given. In this way it is hoped that many potentially serious situations will



Alpha Training / Hawthorn Farm  
Anti-bullying Policy

---

never materialise. The relevant pastoral leader will determine an appropriate strategy and plan of action to combat the bullying and will involve the victim's and bully's form teachers/tutors in implementing these

If a pupil is bullying others, staff will consider some or all of the following options:

- talking to the pupil to explain that bullying is wrong and makes others unhappy
- discussing with the pupil how to join in with others without bullying
- talking to the pupil about how things are going at Alpha Training, his or her progress and friendships
- giving the pupil lots of praise and encouragement when he or she is being kind to others
- informing parents of victim(s) and bully (bullies) as necessary and enlisting their support

However, the warning stage is at the discretion of Alpha Training and a pupil involved in a serious instance of bullying will bypass this stage and be placed directly on Stage 1. The warning will be recorded on an Alpha Training 'Incident form'.

### Stage 1

Where, after due investigation Alpha Training are satisfied that bullying occurred, it will be explained to the bully why the behaviour is unacceptable and positive strategies will be pursued to raise their self-esteem as well as to protect the victim. The bully's parents will be informed by letter; the incident will be recorded on the bullying log and the school data management system. The bully may be subject to sanctions as detailed in the Schools 'disciplinary policy'. It is possible that after a considerable period of time during which the pupil has not only totally desisted from bullying, but also given evidence of positive support of and participation in the anti-bullying policy, that the pupil will be removed from stage 1 by Michelle Howdle. However this is entirely at the discretion of Alpha Training and a pupil involved in a further incident of bullying will be placed directly on to stage 2.

### Stage 2

If the bullying continues, arrangements will be made to minimise contact between bully and victim. The bully's parents will be called into the Schools to discuss the situation. The bully will sign a statement promising that the bullying will not be repeated. It will not be possible to be removed from stage 2 or any subsequent stage.

This will be recorded on the bullying log and the school data management system. It is envisaged that in most cases these two stages are sufficient.

### Stage 3

Where no improvement in the actions of the bully takes place, the bully may, at the Principal's discretion, be excluded from the Schools for a fixed period of time. This will be recorded on the bullying log and the school data management system.

### Stage 4

As a last resort, and where it is clear that the bully endangers the welfare of fellow members of the Schools community, the bully may be permanently excluded from Alpha Training.



Alpha Training / Hawthorn Farm  
Anti-bullying Policy

6. Prevention/Education:

For all aspects covered in this policy, teachers/ tutors act as the first port of call. There will be time made for discussion and in this time pupils will be made aware of attitudes and behaviour which are unacceptable. Places and times which provide an opportunity for bullying to occur will be identified and monitored. Posters will be displayed throughout the school buildings highlighting the issue of bullying. Telephone numbers of Help Lines (e.g. Childline) will be displayed prominently around the Schools.

The use of cameras, including those on mobile phones, are strictly forbidden in school. Pupils will be made aware that misuse of mobile phones, message internet sites, social networking sites and emails can be prosecuted under the Malicious Communications Act 1988. All pupils are expected to adhere to the Acceptable Use Policy/Code of Conduct for Computer and Internet Use. Certain sites are blocked by our filtering system and our IT Network Department monitors pupil use.

7. Co-operating with Parents and Carers

Alpha Training will work with parents when dealing with bullying. Bullying in school is everyone's problem. All staff, pupils and parents should be aware that bullying exists and share a commitment to combat it and to make the school a happier place for everyone. Parents/carers, who are concerned that their child might be being bullied or who suspect that their child may be the perpetrator of bullying, should always contact Michelle Howdle immediately. It is important to understand that telling teachers about any possible problems, or even suspicions of problems, will be taken seriously but also will not instantly lead to children being publicly identified as being a victim or other children being identified as bullies. Teachers will use information with discretion, and it can be a valuable starting point for them to start investigating possible problems, and often information provided by one parent will be adding into other information that staff already have about bullying problems.

Alpha Training will ensure that parents are aware of the anti-bullying policy which is available on the Schools 'website and part of their welcome pack.

Parents, carers and families are often the first to detect signs of bullying. Common physical symptoms include headaches, stomach aches, anxiety and irritability.

Alpha Training will encourage parents who suspect that a child is bullying or being bullied to contact the Schools and make an appointment to see Michelle Howdle as soon as possible. Parents are encouraged to give the Schools as much information as possible when reporting incidents of bullying in order to allow the schools to investigate thoroughly.

Parents and carers will be informed of incidents and involved in discussions. The Schools will discuss with parents how they can work together to stop the bullying.

Parents are encouraged to use the Alpha Training's complaints procedure if they feel that their concerns are not being addressed properly.

Even if not immediately concerned for their own children, parents can support Alpha's anti-bullying policy by actively encouraging their child to be a positive member of the team.