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TRAINING LTD

## Anti-Bullying Policy

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## **Policy Statement**

Achieve More Training will not tolerate any form of bullying or harassment. Our vision is to have high standards of teaching and learning which challenge our students to achieve. Our anti-bullying policy will support this by promoting respect and tolerance for each other and for the setting. We believe in tackling incidents of bullying by encouraging an environment where individuality is celebrated, and individuals can develop without fear. This involves ensuring that all our students and staff share the same perception of what constitutes bullying, and that students are encouraged to report all incidents of bullying to a member of staff. We educate our students about the behaviour, attitudes and skills needed to prepare them well for a life in modern Britain.

**It is essential that all reports of bullying or any incident where bullying appears to be taking place must not be ignored but must be acted upon and followed up.**

## **Definition of Terms**

**Definition of bullying:** 'a physical, psychological or verbal attack against an individual or group of individuals by a person or group of persons, intending to cause physical or psychological harm to the victim'.

Bullying is the use of aggression with the intention of hurting another person. It is usually conscious and wilful and commonly consists of repeated acts of aggression and/or manipulation.

## **Ensuring Acceptable Performance and Behaviour**

All staff have responsibility for ensuring that they promote and encourage students to behave according to the ethos and policies of AMT.

It is important that staff, when raising serious issues, do so clearly but politely and respectfully.

AMT will work co-operatively with others to achieve objectives.

Manage performance in an appropriate and fair manner.

Consider other people's perspectives to help reach agreement.

Establish good working relationships.

### **Procedures for Staff**

#### **We expect that staff will:**

- Ensure that all alleged incidents of bullying, perceived or otherwise, are reported to line managers and acted upon.
- Provide a good role model for young people by behaving in a respectful and caring manner with students and colleagues.
- Undertake training to help them to deal effectively with issues of bullying and harassment.
- Tackle specific incidents of bullying through the disciplinary procedure, where appropriate.
- Record on Pro-Monitor and where appropriate Safeguard, monitor and investigate reported incidences of bullying in accordance with AMT procedures.
- Communicate AMT anti-bullying policy to students.

### **Managing Bullying Incidents Instructions to staff:**

- Ensure all disclosures about bullying are taken seriously and treated sensitively. It is important to discuss all possible and desirable strategies with the victim in the first instance and proceed as appropriate.
- Reassure the student that they have done the right thing in reporting the incident of bullying or harassment and it is important to portray a calm, non-judgmental and positive response to the student.
- Do not show your own emotions or ask any leading questions. Instead, use restorative questions to ascertain what has happened and capture all the information including who is involved.
- It is important to be honest with the student, do not promise confidentiality.

- Notes will need to be taken regarding the discussion and the staff member will need to ask the student to complete a statement which must be signed by the student, to declare a true reflection of events. It is important that staff record facts and do not add their own interpretation on the Statement, and they must date and sign all documents.
- If the student or staff member decides the matter is best resolved informally, an accurate record should be kept. In some cases, speaking directly with the person concerned can be enough to end the situation. For example, sometimes students do not realise that their conduct is causing offence and explaining this to them is enough to make them rethink their behaviour.
- If the matter needs to be addressed through a more formal process or there is a serious safeguarding concern this needs to be reported to the Designed Safeguarding lead.

### **Procedure for students**

We expect that students will:

- Support AMT staff in the implementation of the policy.
- Feel confident to challenge and report incidents of bullying or harassment.
- Feel reassured that bullying is taken seriously and is always tackled.