



**FERRYHILL BUSINESS
AND
ENTERPRISE COLLEGE**

**ANTI-BULLYING POLICY
&
GUIDELINES**

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Statement of Principle

Ferryhill Business and Enterprise College (FBEC) seeks to provide a safe, secure and positive environment in which young people can develop and grow making full use of the range of facilities available to them.

All members of, and visitors to, FBEC are entitled to be treated with respect and understanding, and to participate in any activity free from intimidation.

FBEC seeks to ensure that all adults:

- Actively listen to children and young people
- Act appropriately on information received

in order to ensure that a safe, secure, positive environment exists.

Bullying is identified as an important area of activity in Durham County Council's Behaviour Support Plan, linked to Behaviour Race Equality Policy.

The Nature of Bullying

Bullying is a subjective experience and can take many forms, making it extremely difficult to define. Children, young people and adults can bully. The nature of bullying is changing and evolving as technology develops.

Bullying is harmful to all involved, not just the bullied, and can lead to self-doubt, lack of confidence, low self-esteem, depression, anxiety, self-harm and sometimes even suicide. Bullying generally fits into one of two categories: emotionally or physically harmful behaviour. This includes: -

Name calling; taunting; mocking; making offensive comments; kicking; hitting; pushing; taking belongings; text messaging; emailing; gossiping; excluding people from groups; and spreading hurtful and untruthful rumours.

Definitions are different and individuals have different experiences; however from the accounts heard from children and young people, bullying is considered to be:

- Repetitive, wilful or persistent
- Intentionally harmful, carried out by an individual or group
- An imbalance of power leaving the victim feeling defenceless

Some individuals may feel that they are being bullied, even when there is no intention from others to cause them distress. Such perceptions of bullying should be taken seriously.

In more serious instances where adults abuse their power over a child or a child does over another child, bullying may be viewed as child abuse and should be seen within this context.

Bullying is always damaging to those involved. The victim, the bully and those who witness or even know about the bullying are affected.

Victims

Victims may spend their lives in fear. They often feel isolated from their peers and may believe that it is something about themselves which has led the bully to pick on them.

The victims of bullying may have reduced self-esteem and self-worth and their performance in school and other areas often deteriorates.

Research evidence has shown that victims of bullying may be more likely to experience mental health problems. Victims of bullying may well become socially excluded – which is a clear risk factor to becoming engaged in crime.

Bullying Behaviour

Bullying behaviour is not a natural part of growing up and should not be seen as such.

Children and young people who bully are unlikely to stop while they can continue unchallenged.

Effects on Others

Bullying behaviour does not just affect the victim and the perpetrator. Those who witness or know of bullying may live in fear that it will be their turn next.

Bullying promotes poor models of behaviour and may encourage others to imitate these models. Children and young people who have been bullied in one setting may well become bullies in another.

For children transferring from primary to secondary schools the fear of bullying can be widespread, although much work is done by the FBEC Transition Team and FBEC Student Services Department to minimise these concerns.

Entitlement:

- a) All members of and visitors to Ferryhill Business and Enterprise College have an equal opportunity to benefit from a safe, secure and positive environment, free from bullying.
- b) Any suggestion of bullying should be actively investigated, dealt with appropriately, quickly and effectively.
- c) The Anti-Bullying Working Party, and other working groups in the college, comprising of students, staff, governors and external agencies will meet as and when appropriate and advise on how best bullying can be addressed with the college.
- d) The Every Child Matters agenda is delivered partly through the strategies that reduce bullying in college.

Anti-Bullying Guidelines

1. INTRODUCTION

Bullying is a problem for everyone.

The victims of bullying are not the only ones damaged by bullying. Those who watch and are aware of bullying are also harmed. Organisations that put up with bullying do not work as well as they could and people within such organisations are often unhappy.

It is known from experience and research that children and young people who are being bullied often find it difficult to tell someone. Part of this difficulty can stem from their uncertainty about what will happen if they **do** tell. By making available clear guidelines, we can go some way to overcoming this difficulty.

These guidelines are based upon three important points:

- i. We cannot expect children and young people to draw attention to bullying when it happens – adults must accept responsibility and take steps to make sure that they are aware of what is happening.
- ii. It is up to **all** adults within FBEC to take bullying seriously, and to do something about it.
- iii. Adults must be a positive role model in the way they treat other adults, or children and young people. Their own behaviour must not be seen to encourage bullying.

2. SIGNS OF BULLYING

The behaviour of children, young people and adults is not always easily understood. Changes in behaviour may have many causes. Being bullied can be one reason why a child or young person's behaviour changes.

There is a need to be alert to the possibility that bullying is occurring. These are some signs which need to be investigated sensitively: -

The child or young person may:

- Become withdrawn, clingy, moody, aggressive, unco-operative or non-communicative.
- Behave in immature ways, e.g. revert to thumb sucking or tantrums.
- Have sleep or appetite problems.
- Have more difficulty in concentrating.
- Show variation in performance.
- Have cuts, bruises or aches and pains without adequate explanation.
- Request extra money or start stealing.
- Have clothes or possessions which are damaged or lost.
- Complain of illness more frequently.
- Show a marked change in a well-established pattern of behaviour e.g. a sudden loss of interest in a previously favoured activity
- Show much less interest than usual in the internet and e-mail
- Change times of coming to and going from the house
- Be reluctant to (no longer wishing to) leave the home
- Request to change school, youth club, etc.

SOME VICTIMS OF BULLYING DO NOT APPEAR TO REVEAL ANY OUTWARD SIGNS

THESE SIGNS CAN ALSO BE AN INDICATION OF OTHER PROBLEMS AND MAY NOT ALWAYS BE LINKED TO BULLYING

3. GUIDELINES FOR STAFF

*Children and Young People have the right to be safe.
All staff have a responsibility to keep them safe.*

All staff should be aware of the need to raise anti-bullying issues regularly. For successful implementation, this policy must be reflected in the systems and procedures of FBEC. There must also be effective monitoring of the frequency and nature of bullying within FBEC.

Currently, FBEC staff:

- Positively encourage co-operative behaviour
- Reward non-aggressive behaviour
- Provide support to victims of bullying
- Provide support to those alleged to be bullying
- Provide staff training about bullying
- Review arrangements for supervising young people
- Maintain supervision in “trouble spots” in the physical environment.
- Attempt to make the environment attractive and “owned” by the young people.

Immediate Action for Staff

The following actions are appropriate for use with **both** young people who are bullied and those who are involved in bullying.

- Ensure the immediate safety and well-being of young people
- Protect and support all parties while the issues are resolved
- Take the necessary steps to stop the bullying
- Listen to and treat young people sympathetically and take their concerns seriously
- Encourage young people to discuss the incidents of bullying
- Involve young people in the discussion about what action will be taken
- Consider a range of strategies to ensure that bullying does not occur again
- Record incidents and actions being taken and bring them to the attention of the Tutor or Learning Co-ordinator
- Inform parents and discuss the situation with them, maintaining contact
- Respond calmly and consistently

LISTEN, TAKE ACTION, RECORD, AND FOLLOW UP

4. SUGGESTIONS FOR CHILDREN AND YOUNG PEOPLE

YOU HAVE THE RIGHT TO BE SAFE. YOU HAVE THE RIGHT TO EXPECT OTHERS TO KEEP YOU SAFE.

Speak out about bullying

Don't be embarrassed or ashamed about speaking out about bullying and asking for help.

Choose who can help.....think about how:

- Your parents can help
- Your friends can help
- The Peer Mentors can help
- The counsellors or other staff in Ferry-Health can help
- Other adults you trust can help

Speak out about bullying, talk about what is happening and how it makes you feel.

Some people pretend bullying does not exist, this can be hard, but you can still help yourself and can ask others to help you.

Sometimes it is easier to write or draw rather than talk. It is a good idea to keep a diary of incidents.

Dos and Don'ts

- Do support and befriend the victims of bullying
- Do support friends when they are being bullied
- Do help others to have confidence to tell someone
- Do think of each other's feelings
- Do be aware of bullying and look out for it
- Do report it, if you witness bullying
- Do find out what your school or other organisation says about bullying – most organisations have ways of dealing with bullying

- Don't ignore the problem and keep quiet about it
- Don't join in even if everyone else seems to
- Don't join in because you're frightened you might be picked on
- Don't pick on others or tease
- Don't name call

Remember -

Bullying can make children and young people feel scared and alone.

Bullying might mean:

- Name-calling
- Hitting
- Ignoring
- Scaring
- Picking on
- Teasing
- Rumour spreading
- Nasty text messages, e-mails or phone calls
- Peer pressure

You should not be silent when you are being bullied

- Telling about bullying isn't telling tales or grassing
- Bullying is wrong and should be reported
- Both adults and children bully
- No-one deserves to be bullied
- Bullying is everyone's problem
- Children who bully others need help too, by telling you will get them the help they need so they won't bully others.

Take Positive Action around FBEC

- Watch all the anti-bullying information on The Life Channel – Ferryhill Life
- Get together and talk with friends.
- Look for posters or leaflets on bullying, the internet can be useful, or you could contact the “Ask Buddy” website (www.durhamlea.org.uk/abs).
- Put up posters and hand out leaflets.
- Organise an Anti-Bullying Campaign
- Join in activities to stop bullying
- Support the Peer Mentors
- Bring your anti-bullying ideas to the Student Councils

5. GUIDELINES FOR PARENTS/FAMILIES OF CHILDREN BEING BULLIED

If you suspect your child is being bullied:

- Talk to your child about what is happening
- Be calm
- Show sensitivity
- Show concern
- Reassure your child that he or she is not to blame

- If at all possible, act with your child's agreement
- Contact someone at FBEC, in the first instance the young person's tutor
- Expect FBEC staff to take you seriously and take appropriate action
- Maintain contact and work with FBEC staff.

Some Do's and Don'ts

- Do listen to your child
- Do take your child's concerns seriously
- Do encourage your child to tell you what has been happening and in particular to report any trouble that has been encountered
- Do help your child to try and find a safe solution
- Do talk to the staff at FBEC
- Do look for signs of distress shown by your child

- Don't ignore your child if they say they are worried about being with certain people or in certain places, or do not want to access the internet as usual
- Don't tell your child: "Just put up with it". Bullying is never acceptable. Action needs to be taken to stop bullying.
- Don't tell your child to fight back. The bully may be stronger. Your child could be hurt or get into trouble.
- Don't immediately rush off and deal with the situation yourself, let FBEC staff know
- Don't approach the parents/carers of the bully as this can make things worse.

YOUR CHILD HAS THE RIGHT TO BE SAFE. YOUR CHILD HAS THE RIGHT TO EXPECT OTHER PEOPLE, INCLUDING YOURSELVES, TO HELP KEEP HIM OR HER SAFE.

6. HOMOPHOBIC BULLYING

(Bullying someone about their sexual preference, i.e. calling someone “gay” or “lesbian” whether they are gay/lesbian or not)

It is recognised by FBEC that;

- Homophobic bullying can and does exist.
- We have young people in college who are either gay / lesbian / bisexual (likes both sexes) or who are at some point questioning their sexuality and as a result are at risk of being bullied.
-

As such, FBEC:

- Has strategies in place and documented within the Anti-Bullying Policy to address presenting issues and adopt s an environment where young people feel that they can talk honestly and openly about homophobic bullying.
- Is aware that they may be the initial point of contact for young people not only suffering homophobic bullying, but for those questioning their sexuality and as such may feel reluctant to seek or want parental involvement.
- Encourages a positive, understanding and inclusive environment for all young people irrespective of their sexual orientation for those not conforming to rigid stereotypical gender roles.
- Is developing an environment where homophobic language is not tolerated or used as a way of name-calling.
- Observes the Durham County Council Bullying and Harassment Guidelines for staff

7. RACIST BULLYING (bullying someone because of their skin colour or culture)

Racism and bullying can be concerns for children and young people. Durham County Council will not tolerate any form of racial harassment of pupils, users or staff in schools or organisations.

Within FBEC, the monitoring of incidents will ensure that patterns of behaviour are recognised and measures are put in place to respond appropriately to this.

Black and minority ethnic communities, including Asylum Seekers, Refugees, Gypsies and Travellers, have historically faced discrimination in all areas of their life. Discrimination has more often than not been on the grounds of colour, race, religion and national origins, which have led to racist attitudes and practices.

In addition it concerns staff as a possible cause of underachievement and a negative influence on ethos and behaviour. Racism operates in many aspects of life, including within educational establishments/children's organisations both at an institutional and personal level.

Racial harassment can take a number of different forms of which bullying is one. Discriminatory incidents and bullying both require to be dealt with in similar ways both reactively and proactively and therefore combined monitoring will ensure that every incident is dealt with and in the same way. Awareness raising through curricular/non-curricular activities is encouraged. The FBEC community will always try to challenge racism in all its forms and challenging any behaviour, which might be construed as racist or likely to incite racism. Activities on Big Learning Days are used to raise awareness of the issues.

Durham County Council aims to promote multi-culturalism by valuing diversity of culture in County Durham, promoting understanding and raising awareness so that all citizens can live in an harmonious society whilst appreciating differences.

It must be emphasised that any form of discriminatory practice is unlawful and will not be tolerated. No one should be made to feel inferior, isolated and unable to report any negative behaviour.

A racist incident is *“Any incident which is perceived to be racist by the victim or any other persons and this includes crimes and non-crimes.”*

Institutionalised racism is defined as:

“the collective failure of an organisation to provide an appropriate and professional service to people because of their colour, culture or ethnic origin. It can be seen or detected in processes, attitudes and behaviour which amount to discrimination through unwitting prejudice, ignorance, thoughtlessness and racist stereotyping which disadvantage minority ethnic people.”

Racist incidents may be in the form of :

- Assault – physical/sexual
- Attack
- Arson
- Bullying
- Criminal damage
- Graffiti
- Harassment
- Malicious phone calls
- Theft
- Threatening behaviour
- Verbal abuse
- Written/printed material

Racist incidents should be dealt with in the following way :

- Confidentially, promptly and sensitively. Victims should feel reassured that the situation will be handled in a professional manner
- Witnesses identified and statements taken
- Victim kept informed and appropriate support provided
- Records kept of all contact with the victim
- Completion of all relevant documentation, recording as much information as possible
- Awareness of the Data Protection Act 1998 with regard to the disclosure of information

8. CYBER BULLYING - INFORMATION AND GUIDELINES

a) Mobile Phone Bullying

Do not reply.

Save incoming numbers/text messages to show an adult. Do not forward messages as the original number the message came from may be lost.

Tell an adult straight away. Ask the adult to contact your network provider who may be able to change your number/block incoming calls/texts from that number.

Do not tell everyone at college/home your mobile phone number, tell only close friends and family.



Do not switch on your phone at school, or show it around at college or in public places

If you are shown “Happy Slapping” material, inform an adult as soon as possible. This is an upsetting way of hurting someone physically and then taking photographs or video footage on mobile phones to pass around. If you receive any footage, save it and inform an adult, this practice is illegal and must be stopped.

Bluetooth Issues.

Do not use your own name or too much personal detail in your Bluetooth name – use a nickname or code instead.

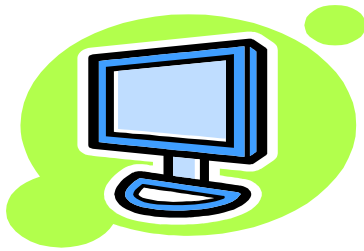
Always keep your Blue tooth switched off or locked when not in use.

Consider using the “Hide” setting for Blue tooth on your phone, so others can't see it

b) E-Mail Bullying

Do not reply.

- Save e-mails to show an adult. Keep your e-mail address private, tell only close friends and family.



- If it occurs in school, make sure you tell a member of staff immediately.
- Do not put identifying pictures of yourself or your family on your e-mail account.
- Do not use too much personal detail (eg full name, date of birth) in your e-mail address.

c) Social Networking Sites (eg Bebo, My Space, MSN, FaceBook)

- Do not display pictures that would embarrass yourself, your friends or your family
- Do not give too much identifying information about yourself, eg full name, date of birth, address, town, etc
- When setting up an account take the opportunity to make it a private account
- Don't accept any contacts that you don't recognise

9. USEFUL CONTACT DETAILS

FBEC Student Services Department:

- Karen Cromarty next to Room 45
kcr@fbec.co.uk
- Other staff in Ferry-Health - lunchtimes

Peer mentors:

For appointment, see any of staff above or Learning Co-ordinators

The County Durham Anti-Bullying Service

C.D.E.D.C.
Enterprise Way
SPENNYMOOR
Co Durham
DL16 6YP

Tel: 01388 424955

www.durhamlea.org.uk/abs

Parents' Resources

NSPCC

Behave yourself! A free guide which provides advice on positive ways of encouraging good behaviour in children.

Parenting: A rough guide written to encourage parents to work out positive ways of dealing with their children's difficult behaviour.

Stop the Violence A short booklet produced by the NSPCC for parents on keeping children safe. Covers violence in the home, violence at school and in the community. Gives some suggestions for how parents can make a difference.

Contact: - NSPCC Publications 0207 825 2772

Bullying Online

A useful website with information and advice – www.bullyingonline.org.uk

Helplines

Anti-Bullying Campaign Operates a helpline offering advice for parents and counselling for children who are being bullied. Tel 0207 378 1446.

ChildLine Children can write or phone free of charge if they have a problem of any kind. Write to: Freepost 1111, London N1 OBR. Tel: 0800 11 11.

Kidscape For parents of children who have been bullied. Tel: 0207 730 3300 (Mon – Fri 10 – 4)

NSPCC Child Protection Helpline Free 24-hour service which provides counselling, information and advice to anyone concerned about a child at risk of abuse. Tel: 0800 800 500 or text phone 0800 056 0566.

Parentline A national help line for anyone who is parenting a child and who is in need of guidance, information or emotional support. Tel: 08088 002222.

Women's Aid Federation of England Services for women and children experiencing domestic violence. Tel: 0345 023468.

This policy and guidelines to to read in conjunction with all other FBEC policies, in particular the Rewards and Behaviour Policies.

ACKNOWLEDGEMENTS

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