**Anti–Bullying Policy**

The Glow Education Project policy is to create a welcoming friendly environment in which all learners can develop their skills and knowledge. A place where everyone is treated equally enabling them to feel secure and relaxed in this setting. All users are encouraged to challenge bullying by seeking help for themselves or others who they may feel are experiencing this problem.

**Aims of policy**

This policy aims to prevent and address any behaviour which might be deemed as bullying, and to promote an environment where bullying is regarded as unacceptable, so that a safe, secure setting is created in which everyone can learn and work.

This policy applies to everyone in and visiting our provision.

The aims are to listen to learner’s views, opinions and concerns. Raise awareness of bullying, the effects bullying can have on the person being bullied and also the reason some people bully. Providing support for any user of the Centre who may be involved in a situation where bullying has occurred.

**What is bullying?**

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim. Bullying is defined as deliberately hurtful behaviour, repeated over a period of time, where it is difficult for those being bullied to defend themselves.

Bullying can be:

**Emotional** Being unfriendly, excluding, tormenting (e.g. hiding personal possessions, making threatening or humiliating gestures)

**Physical** Pushing, kicking, hitting or any use of violence

**Racist** Racial taunts, graffiti, gestures

**Sexual** Unwanted physical contact or sexually abusive comments

**Homophobic** Abusive comments focussing on sexuality

**Verbal** Name calling, sarcasm, spreading rumours, name calling

**Cyber** All areas of internet, such as email & internet chat room misuse  
Mobile threats or abuse by text messaging & calls  
Misuse of associated technology, e.g. Camera & video facilities

**Why is it important to respond to bullying?**

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Anyone who is bullying needs to learn different ways of behaving.

**Recognising vulnerable learners**

Learners may indicate through their behaviour that they are the victim of bullying, staff and peers should be aware of the possible signs should and investigate if a learner

* is frightened of undertaking their journey to or from centre independently
* changes their usual routine
* is unwilling to attend the centre
* begins to truant
* becomes withdrawn anxious, or lacking in confidence
* attempts or threatens suicide or runs away
* feels ill in the morning
* begins to do poorly in school work
* comes home with clothes torn or books damaged
* has possessions which are damaged or " go missing"
* asks for money or starts stealing money (to pay bully)
* has dinner or other monies continually "lost"
* has unexplained cuts or bruises
* comes home starving (money / lunch has been stolen)
* becomes aggressive, disruptive or unreasonable
* is bullying other children or siblings
* stops eating
* is frightened to say what's wrong
* gives improbable excuses for any of the above
* is afraid to use the internet or mobile phone
* is nervous & jumpy when a cyber message is received

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated.

**Procedures**

* Report bullying incidents to staff who will record the incident
* In serious cases parents/guardians will be informed and will be asked to come in to a meeting to discuss the problem
* If necessary and appropriate, police will be consulted
* The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly
* An attempt will be made to help the bully (bullies) change their behaviour

**Outcomes**

Individuals who have been bullied will be supported by:

* offering an immediate opportunity to discuss the experience with a member of staff of their choice
* reassurance
* offering continuous support
* restoring self-esteem and confidence.

Individuals who have bullied will be helped by:

* discussing what happened
* discovering why the individual became involved
* establishing the wrong doing and need to change
* informing parents or guardians to help change attitudes.

The following disciplinary steps can be taken:

* official warnings to cease offending
* exclusion from certain areas of the premises
* minor fixed-term exclusion
* major fixed-term exclusion
* permanent exclusion.
* Within the curriculum the school will raise the awareness of the nature of bullying through inclusion in PSD, tutorials and subject areas, as appropriate, in an attempt to eradicate such behaviour.

**Prevention**

We will use a range of methods to help prevent bullying, as and when appropriate, these may include:

* writing a set of behaviour rules
* signing a behaviour contract
* creative writing and art about bullying
* working on case studies about bullying
* role-play and drama activities
* group discussions about bullying and why it matters

**Roles and responsibilities**

All members of Glow Education Project, staff, learners and volunteers have a responsibility to recognise and report acts of bullying.

Learners are encouraged to report any instances of bullying to any adult with whom they feel comfortable, and parents with concerns should contact the Centre Manager.

All Glow Education Project staff will actively investigate allegations of bullying and take action in line with the Behaviour in Centre Policy. It is normal practice for the parents of all learners involved to be kept informed and encouraged to participate in finding solutions to any problems,

**Policy updated – November 2022**

**Review – November 2023**