
Anti-Bullying & Behavior - Policy and Procedure

Reviewed: September 2024
Next Review: September 2025

Our Responsibility:

We promote a positive learning environment based on the principles of honesty, respect, courtesy, consideration and responsibility which encourages and reinforces good behaviour. All staff model high standards of behaviour in their dealings with students and with each other; our example has an important influence on our students. Our young people bring to the study centre a wide variety of behaviour patterns based on differences in home values, attitudes, life experience and parenting skills.

All students sign our **Student Code of Conduct** included in their induction which is highlighted within this document.

Our aim is to:

- Emphasise the importance of being valued as an individual within the group and show appreciation of the efforts and contribution of all
- Encourage consistency of response to both positive and negative behaviour ensuring our young people understand the sanctions they will face if they do not comply with our Student Code of Conduct
- Promote self-esteem, self-discipline and positive relationships
- Encourage kindness, respect and an understanding of the needs of others
- Encourage the involvement of both home and school in the implementation of this policy.

Behaviour and Student Code of Conduct

Behaviour Guidelines:

Isle Study Centre has a positive learning environment which encourages and reinforces good behaviour. All staff model high standards of behaviour in their dealings with young people and each other; their example has an important influence on learners. Students bring to the study centre a wide variety of behaviour patterns based on differences in home values, attitudes, life experience and parenting skills. All students sign a **Student Code of Conduct** form included in their induction.

Principles:

- That every member of the Isle Study Centre community feels valued and respected
- To promote an environment where everyone feels happy, safe and secure
- To encourage consistency of response to both positive and negative behaviour ensuring young people understand the sanctions they will face if they do not comply with the Student Code of Conduct.

- That every member of the Isle Study Centre community will be treated fairly and in a consistent way
- To encourage the involvement of both home and school in the implementation of this policy.
- Always considering what the law says

The principles are not primarily concerned with rule enforcement but rather a means of promoting good relationships, so that everyone can work together with the common purpose of helping everyone to achieve.

This policy is designed to promote good behaviour whilst developing an ethos of kindness and co-operation, rather than merely deterring anti-social behaviour.

Isle Study Centre aims to:

- Emphasise the importance of being valued as an individual within the group and show appreciation of the efforts and contribution of all.
- Promote self-esteem, self-discipline and positive relationships.
- Encourage kindness, respect and an understanding of the needs of others.

Positive Behaviour Rewards:

Isle Study Centre encourages positive behaviour, and this is praised and rewarded accordingly.

STUDENT CODE OF CONDUCT

I _____ will:

1. not risk the safety of myself or others
2. have respect for others using the center
3. not bully or involve myself with bullying anyone at the centre or via social media
4. not use bad language
5. use the designated smoking area if I vape or smoke and will do this at break and lunch
6. only use my phone at break and lunch times and understand that if I use my phone outside of these times it will go in my drawer
7. not film or photograph the centre or anyone in it
8. respect other people's views
9. be thoughtful towards other people
10. listen to and follow instructions
11. be honest
12. talk to a member of staff if I have a problem
13. accept that if I act in a dangerous way towards myself or others I may face exclusion

Student Signature : _____

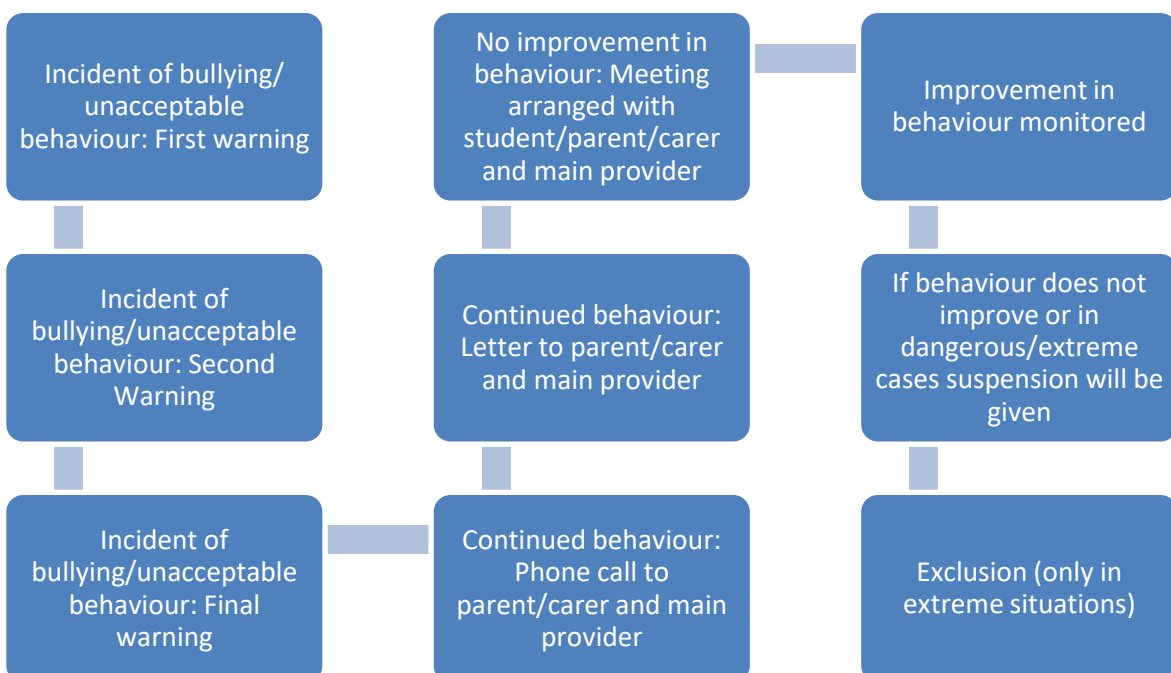
Date : _____

Anti-Bullying:

Bullying is defined as someone who sets out to hurt another person on more than one occasion. Bullying can be physical, verbal or whereby the victim is ostracised. The long-term effects of bullying can involve emotional stress and great unhappiness for the victim. Bullying is not something that will be tolerated in our centre and we aim to be able to identify any forms of bullying and act promptly to deal with it. The victim of the bullying will have our full support. Positive action will be taken to ensure that the bullying stops and the following sanctions are in place:

- 3 verbal warnings and completion of Incident Log
 - Phone call to parent/carer
 - Letter home
 - Invite parent/carer/main provider to a meeting
- Bullying is behavior by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally.
 - Bullying can take many forms (for instance, cyber-bullying via text messages or the internet), and is often motivated by prejudice against particular groups, for example on grounds of race, religion, gender, sexual orientation, or because a child is adopted or has caring responsibilities. It might be motivated by actual differences between children, or perceived differences.
 - Students need to be aware that both staff and students disapprove of bullying behavior and will act if bullying is brought to their notice.

Our Procedure:



Anti- Bullying Policy and Guidelines for Staff:

- Your attention is drawn to the DFE guidance 'Preventing and Tackling Bullying' website www.education.gov.uk
- Parents and guardians have an important role in supporting the centre in maintaining high standards of behavior. It is essential that we have consistent expectations of behavior and that we co-operate closely together.
- At Isle Study Centre, we always treat bullying, including allegations of bullying very seriously, regardless of whether it is physical or emotional. It conflicts sharply with the centre's policy on equal opportunities, as well as with our social and moral principles.
- We reserve the right to investigate incidents that take place outside of the centre hours, on visits and trips and incidents that occur in the vicinity of the centre, involving our students. The centre will also report the incident to the student's school.

Guidance for Staff:

- All new members of staff will be given guidance on anti-bullying policy and in how to react to allegations of bullying at Induction. They will be required to read the policy as part of their induction.
- Flagrant cases of bullying are fortunately not normal features of life at Isle Study Centre, but we should be aware that it can happen at any time, and that patterns of bullying, once established, can easily repeat themselves, even to the extent that those who have suffered themselves may in their turn cause others to suffer.
- It is important that at the centre we act with consistency about bullying. Discussions between staff ensures that reaction is immediate before matters have a chance to escalate, and that minor incidents are dealt with; this should reduce the occurrence of more serious bullying.

Sharing any Concerns:

- Students should be encouraged to "tell" when bullying occurs.
- Any staff or young person who witness any form of bullying, however minor or who are at all concerned about any behavior should report it to a member of staff, who will pass the information to the student's school. T

Procedures for dealing with reported bullying:

If an incident of bullying is reported, the following procedures are adopted:

- The member of staff whom it was reported or who first discovers the situation, will control the situation, reassure and support the student involved.

- He/she will inform the relevant appropriate member of staff as soon as possible.
- The victim will be interviewed on their own and asked to write an account of events.
- The alleged bully, together with all others who were involved, if at the centre, will be interviewed individually and asked to write an immediate account of events. If others that are involved are attending the children's school the information will be passed to the school.
- The incident will be recorded on an Incident form and signed and dated, keeping all records of bullying and other serious disciplinary offences, securely in a locked cabinet.
- The victim will be interviewed at a later stage by a member of staff, separately from the alleged perpetrator. It will be made clear to them why revenge is inappropriate. They will be offered support to develop a strategy to help them.
- The alleged bully will be interviewed at a later stage by a member of staff, separately from the victim, and it will be made clear why their behavior was inappropriate and caused distress. They will be offered guidance on modifying their behavior. If appropriate a disciplinary sanction will be given; for example, withdrawal of privileges or suspension. In particularly serious and/or persistent cases, the bully should expect exclusion from the centre.
- The parents/guardians and schools of all parties should be informed of the incident.
- In very serious cases, it may be necessary to make a report to the Police or to the Social Services
- In line with Keeping Children Safe in Education 2024 a bullying incident should be addressed as a Safeguarding concern where a student is suffering, or is likely to suffer, significant harm.
- It is the policy of the centre to attempt to resolve such issues internally under the Isle of Study Centre's own disciplinary procedures, unless the matter is of such gravity that a criminal prosecution is likely. If this is the case, then the Safeguarding Policy should be referred to for guidance. The centre may exclude a student, either temporarily or permanently, in cases of severe and persistent bullying and in the event that the support put in place for the bully does not result in the modification of behavior to an acceptable level.

Complaints Procedure:

- Parents and students are encouraged to use our complaints procedure if they feel that their concerns about bullying (or anything else) are not being addressed properly.

Bullying Information support and Guidance:

Childline: 0800 1111

NSPCC: 0800 800 5000



Samaritans: 08457 90 90 90

Stand up to Bullying

www.standuptobullying.co.uk

Bullying UK

www.bullying.co.uk Telephone: 0808 800 2222

Incident Log Form:

Date and Time: _____ **Staff name and position:** _____

Name of young person: _____

Explain the incident, what you have seen, heard

Please record actual details of what happened, what was said to you (in the child's words), sticking only to the facts

Is there something else we need to know about?

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| <u>What actions were taken?</u> |
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| <u>What external agencies have been notified? i.e.: parents, school, police, LADO, who did you speak to</u> |
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| <u>What follow up action is needed and by whom?</u> |
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Staff Signature: _____