



UTC Cambridge Preventing Bullying Policy

Lead member of SLT: Director of Student Progress
Designated Governor: Safeguarding Lead

Associated documentation

- Safeguarding and Child Protection
- Health & Safety
- Equal Opportunities
- PSHE/Citizenship Policy
- Racial Equality Policy

UTC Cambridge Vision

UTC Cambridge: Delivering Future Scientists

UTC Cambridge Mission

Through an innovative curriculum, developed with leading scientists from industry and academia, UTC Cambridge builds bespoke learning solutions delivered in a state of the art science and technology environment that empowers students to manage their academic and career development.

UTC Cambridge Values

We set ourselves challenging goals, are agile and resilient, to achieve our personal best.

By respecting one another we enhance our experience and benefit from different perspectives.

We take individual responsibility, ensuring team delivery.

By respecting our environment, our world, we make a difference.

We celebrate positive contribution and aspire to excellence.

We are morally and ethically responsible in scientific and environmental innovation.

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Review date: July 2017

1. Introduction

1.0 The UTC Cambridge promotes the safeguarding and welfare of students in its care and fully supports the principles of equal opportunities for all. This policy has been developed in line with legal requirements and statutory guidance. These obligations are highlighted in a range of government initiatives (see Section 2 of the Over Arching Safe To Learn: Embedding Anti-bullying Work in UTCs guidance 2007), Working Together to Safeguard Children (2006) Children's Act (2004), Every Child Matters 5 outcomes, Education and Inspectors Act (2006) Equality Act (2010), National strategies on Behaviour and Attendance, National Healthy UTCs Programme.

2. An inclusive environment for all

2.0 The UTC is committed to providing a caring, friendly and safe environment for all of our students so they can learn in a safe and secure atmosphere. The UTC has a responsibility to respond promptly and effectively to issues of bullying. By its nature, bullying is contrary to these values and is unacceptable at the UTC. If bullying does occur, all students should be able to inform staff and know that incidents will be dealt with promptly and effectively. We strive to create an environment with open communication which means that anyone who knows that bullying is happening is expected to tell staff.

3. Aims and Objectives

3.0 The UTC Cambridge anti-bullying policy aims to:

- i. make explicit the UTC's commitment to the development of good practice and sound procedures.
- ii. provide clear direction to staff, students, parents and visitors about their responsibilities with regard to anti bullying measures.

Definitions

4. What Is Bullying?

4.0 Bullying is defined as behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally

Bullying can be

- i. Verbal; name-calling, sarcasm, spreading rumours, teasing
- ii. Emotional; being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- iii. Physical; pushing, kicking, hitting, punching or any use of violence
- iv. Racist; racial taunts, graffiti, gestures, any type of prejudice
- v. Sexual; unwanted physical contact or sexually abusive comments
- vi. Homophobic; because of, or focussing on the issue of sexuality
- vii. Cyber; all areas of internet, such as email & internet chat room misuse

- viii. Mobile threats by text messaging & calls;
- ix. Misuse of associated technology, i.e. camera & video facilities, mobile phones, I-Pads

Principles - The UTC Cambridge will:

5. Rights and Responsibilities and Support

- 5.0 The Personal and Social Health Education Programme in the UTC will include the theme of bullying, strategies to cope for students and explore the concepts of rights and responsibilities. The Anti-bullying policy statement will be displayed around the UTC and on the UTC's website (Appendix 1)

6. Working Together, Developing Good Relationships and Offering Mutual Support

- 6.0 The UTC will establish a Student Government Board through an elected process, who will provide advice and support and report students who are bullied or exhibit bullying behaviour.

7. Respectful and Positive Behaviour Towards One Another

- 7.0 All staff will maintain firm, fair and assertive discipline and share responsibility for ensuring good behaviour in all areas of the UTC. They will be supported by an agreed and consistently applied behaviour policy. Good behaviour is expected from all students, inclusive and helpful behaviour is acknowledged. The College will do its utmost to ensure the safety and wellbeing of our students.

8. Open Environment to discuss problems

- 8.0 Students will be encouraged to be active, not passive – to report incidents of bullying.

9. Encourage parents/carers to contact the UTC

- 9.0 Parents are encouraged to contact the Director of Student Care, at the UTC Cambridge, if they are aware of, or suspect bullying of their son/daughter or another Student.
- 9.1 Open communication will be encouraged to promote an environment where students can thrive. All disruptive incidents will be taken seriously and investigated, and parents/carers will be kept informed.

10. Apply fair and consistent sanctions

- 10.0 The UTC will have a system of dealing with bullying that seeks to empower the victim and is appropriate to the severity of the problem (see Behaviour Policy). Violent behaviour will not be tolerated from anyone and students involved can expect to be excluded. As is clear in UTC Cambridge's Equal Opportunities Policy, we consider racial or sexual harassment especially serious as they violate the rights not only of individuals, but also of groups of students within the UTC.

11. Support the staff of the UTC

- 11.0 All staff (teaching, support and supervisory) will receive mandatory training.

12. Provide a pastoral structure suitable for monitoring and following up incidents of bullying

- 12.0 Procedures for dealing with bullying are detailed in appendix 2. Every student will be provided with a Personal Tutor and time will be made available with the Tutor if the need arises. The pastoral team will seek to provide an environment that respects the individual.

Roles and Responsibilities

13. Governors

13.0 The governors of the UTC will:

- i. Ensure the UTC has an anti - bullying policy
- ii. Ensure that the policy is available to parents, carers, students and staff
- iii. Ensure that policies and procedures are reviewed regularly
- iv. Receive an annual report

14. Principal

14.0 The Principal will:

- i. Ensure the policy adopted by the governors of the UTC is fully implemented and followed by the whole UTC community
- ii. Ensure effective implementation of the policy
- iii. Organise appropriate staff training and awareness raising sessions on an annual basis
- iv. Monitor, review and evaluate the effectiveness of the policy according to the timescale for the review
- v. Report to governors on request

15. Director of Student Progress (People and Culture)

15.0 The Director of Student Care will:

- i. Coordinate the procedures for dealing with bullying issues
- ii. Oversee the investigation of all reports of bullying
- iii. Ensure all new staff are inducted in the procedure
- iv. Ensure that all students are fully aware of the contents of the anti-bullying policy
- v. Ensure that opportunities exist both around the UTC and within the PSHE programme to promote a positive, supportive and secure environment which gives students a sense of being respected and valued
- vi. Ensure that all incidents of bullying are recorded on SIMS.Net

16. All Staff

16.0 All staff at the UTC will:

- i. Ensure they are fully conversant with the anti-bullying policy and appendices.
- ii. Ensure that all incidents and suspected incidents of bullying are reported

17. Students

17.0 All students at the UTC will:

- i. Be prepared to express their views on policy and procedure through the Student Executive Board
- ii. Subscribe to the anti-bullying policy
- iii. Support the Student Body in raising awareness activities
- iv. Report bullying using the procedures in place

18. Monitoring, Evaluation and Review of incidents

18.0 All reports of bullying will be recorded on Sims.net. This data will be used to:

- i. Manage individual cases effectively
- ii. Monitor and evaluate the effectiveness of strategies
- iii. Celebrate the anti-bullying work of the UTC
- iv. Demonstrate defensible decision making in the event of complaints being made

- v. Engage and inform multi agency teams as necessary
 - vi. Provide monitoring reports to students via the Student Executive Board
 - vii. Report to governors in order for them to evaluate the anti-bullying work of the UTC
 - viii. Inform the evidence presented in the UTC's chosen form of self-evaluation
- 18.1 This policy will be monitored regularly to assess its implementation and effectiveness. The Director of Student Progress will provide an annual report to the Governing Body and interim reports on request. The policy will be reviewed by the Governing Body as per the published policy review cycle.

Appendix I

Preventing Bullying Policy Statement:

The UTC Cambridge will have an ethos of good behaviour, where students treat one another and the school staff with respect. Values of respect for staff and other students, an understanding of the value of education and a clear understanding of how our actions affect others will permeate the whole school environment and will be reinforced by staff, visitors and students who set a good example.

The UTC Cambridge will:

- i. Involve parents to ensure that they are clear that the college does not tolerate bullying and be aware of the procedures to follow if they believe their son/daughter is being bullied.
- ii. Involve students to gain a clear understanding, for themselves and the school, about the part they can play to prevent bullying.
- iii. Regularly evaluate the UTC Cambridge's approach to technology and access to the internet.
- iv. Implement disciplinary sanctions. The consequences of bullying will reflect the seriousness of the incident so that others see bullying as unacceptable.
- v. Openly discuss differences between people to gain a greater understanding of the causes of prejudice.
- vi. Use specialised expertise in dealing with certain forms of bullying.
- vii. Provide effective staff training to promote an ethos of good behaviour.
- viii. Create procedures at the UTC Cambridge that makes it easy to report bullying.
- ix. Create an Inclusive environment where students can openly discuss issues of bullying.
- x. Celebrate success to create a positive ethos.

Students will learn best in a safe and calm environment that is free from disruption and in which education and the workplace are the primary focus.

Appendix 2

UTC Cambridge procedures for dealing with Bullying:

Staff to whom the incident is reported or who first discover the incident:

- i. Take time to listen to students involved and ask them to write an incident report, providing full details of the incident(s). Write a full account of the incident on Sims, based on statements from students involved and witnesses.
- ii. Give the report to the Director of Student Progress as soon as possible.
- iii. Take time to make the situation safe. If necessary i.e. control of a bully and support the victim.

Director of Student Progress and Tutor:

- i. Ensure the victim understands that the UTC Cambridge takes bullying seriously
- ii. A record of the incident will be kept in the files of both the victim and the student displaying bullying behaviour.
- iii. Conciliation between those involved must be worked towards and a written contract of agreed conduct, should be recorded on each file.
- iv. Parents will be contacted.
- v. Sanctions must be corrective not punitive and be directed at the behaviour not the student.
- vi. A minimum of 1 review date must be planned in and recorded on file.

Possible Strategies/ Intervention:

- i. The victim and the perpetrator are initially to be interviewed separately and if appropriate statements taken from witnesses.
- ii. Parents will be notified of the incident stating that the college is taking action.
- iii. If appropriate, convene a meeting between the perpetrator and the victim to seek conciliation.
- iv. If appropriate, discuss the situation within the teaching group or tutor group to raise awareness of conflict/ prejudice.
- v. Consider any involvement/referral to outside agencies e.g. student support, youth service. EWO.

Working with Parents on bullying behaviour:

- i. Encourage parents to contact the college if they are aware of, or suspect bullying.
- ii. Encourage parents to respond non-aggressively to their children and others.
- iii. Ensure parents are communicated to throughout the process.
- iv. Encourage parents to support the college if further action needs to take place.
- v. Provide information on where parents might receive outside help from support agencies.