

**Anti-Bullying Policy**

Trans4m mission statement for anti-bullying: We are committed to creating a positive and safe learning environment for all. We are a “Telling Organisation” which means that anybody who knows bullying is happening is expected to tell the staff.

* We aim to promote a positive and safe learning environment in which bullying will not be tolerated.
* To promote inclusion, mutual respect, self esteem and self worth in order to meet the physical, emotional and mental health needs of all at Trans4m.
* To promote the raising of standards of behaviour and levels of achievements for all.

**Definition of bullying:**

Bullying is defined as the repetitive, intentional hurting of one person or group by another person or group, where relationship involves an imbalance of power. Bullying can be physical, verbal or psychological. It can happen face-to-face or through cyberspace.

This can include:

* Cyber bullying e.g. sending abusive texts, e-mails, or messages via social media
* Physical e.g. hitting, punching, kicking, inappropriate touching
* Verbal bullying e.g. name calling, teasing, threatening
* Relational e.g. ignoring, leaving out, spreading rumours or intimidating
* Indirect e.g. stealing, damaging belongings, targeted graffiti

Definition of “Hate Crime”

Any incident which may or may not constitute a criminal offence, which is perceived by the victim or any other person, as being motivated by prejudice or hate based on:

Social class, sexuality, race, disability, gender, religion, physique, difference.

Trans4m expects all of its young people to behave in an acceptable manner within the centre. Conduct that threatens the health and safety of students, young people, visitors or staff of the centre will not be tolerated.

**Signs of Bullying**

Young people

A young person may indicate signs or behaviour that they are being bullied. These signs and behaviours could indicate other problems, particularly when a young person is new to the centre. However bullying should be considered as a possibility and should be investigated thoroughly. Adults should be aware of these possible signs and should investigate if a young person:

* Becomes frightened of travelling to Trans4m
* Does not want to travel with other young people to the centre
* Is unwilling to attend the centre
* Attempts to truant
* Becomes withdrawn, anxious or lacking in confidence
* Starts stammering
* Attempts or threatens suicide or runs away
* Cries to sleep at night or has nightmares
* Shows a pattern of minor ailments
* Begins to perform less well with studies
* Comes home with clothes torn or possessions damaged
* Asks for money or starts to steal
* Has unexplained cuts and bruises
* Becomes excessively aggressive, disruptive or unreasonable
* Is bullying other young people
* Shows a change of eating pattern without reason
* Becomes distressed, anxious or stops eating
* Is frightened to say what is wrong
* Gives improbable excuses for any of the above

Staff at Trans4m need to be aware that bullying is a high profile issue and must be taken seriously. Training is provided to ensure all staff are aware of how to deal with bullying and follow Trans4m procedures. This policy will be publicised to staff, parents/carers and young people alongside safeguarding and behaviour policies to ensure that the systems are effective and thorough.

Adults may indicate by signs or behaviour that they are being bullied. These signs and behaviours could indicate other problems, but bullying should be considered as a possibility and should be investigated. Other adults should be aware of these possible signs and should report their concerns to a member of the senior management team if an adult:

* Shows significant changes in their normal behaviour or attitude
* Is upset
* Is angry
* Is being withdrawn
* Is unusually quiet
* Is depressed
* Appears frightened or subdues in the presence of particular people
* Has an unexplained illness
* Claims to be feeling unwell on a regular basis
* Is having regular sleepless nights

**Procedure for reporting incidents of bullying**

**Procedures/Advice for young people**

* Tell someone: young people are told to report incidents of bullying to any member of staff or another young person who can tell on your behalf. Your concerns will be taken seriously
* The bully/bullies will be talked to and parents/carers will be contacted. If appropriate mediation between the victim/s and bully/bullies will take place as part of the follow-up process
* The bullying behaviour or threats of bullying will be investigated and the bullying stopped quickly
* In serious cases parents/carers will be asked to attend a meeting to discuss the incident/s
* If necessary and appropriate the police will be consulted and may be involved
* Attempts will be made to help the bully/bullies change their behaviour

**Procedures/Advice for parents/carers**

* If you think your child is being bullied, reassure them of your support and contact Trans4m centre straightaway
* If your child will talk to you about the bullying, write the information down and try and include details such as the name of the bully/bullies, any witnesses, and the time and place of each and every incident. This information should then be passed to Trans4m as soon as possible after the event to enable staff to gain a clearer picture and talk to everyone involved

**Procedures/Advice for staff**

* All incidents of bullying should be taken seriously
* All incidents of bullying should be recorded
* All incidents should be fully investigated. This will involve questioning the victim/s and the alleged bully/bullies, informing parents/carers and if appropriate organising mediation between the victim/s and the alleged bully/bullies
* If the incident is very serious this should be reported to the police by the centre manager if deemed appropriate
* The victim/s and bully/bullies should be monitored to ensure that the bullying has stopped

**Procedures/Advice for Bystanders**

No one should stand by and watch an incident of bullying occur. If you witness to an incident of bullying then this should be reported immediately to a member of staff at the centre.

**Prevention strategies and anti bullying awareness**

Trans4m is committed to creating an anti-bullying ethos and positive learning environment where all young people and adults feel safe, are valued and are able to thrive and reach their full potential. Trans4m will be proactive in preventing bullying and recognise that a range of strategies may be necessary to address bullying, depending upon the circumstances and the age and ability of the young people involved. Such strategies may include:

* Encouraging positive and co-operative behaviour in all sessions at the centre to reduce the likelihood of bullying occurring
* Creating a diverse curriculum which incorporates personal and social development, citizenship, spiritual, moral, social and culture and the promotion of behaviour for learning
* The development of the social and emotional aspects of learning and the promotion of emotional well-being for all our young people and staff
* Ensuring that the environment in the centre does not allow places where bullying cannot go unnoticed
* Ensuring that all sessions, breaks and lunchtimes are well supervised by trained staff
* Advising parent/carers of their responsibility in promoting anti-bullying and what support is available to them
* Participating in anti-bullying week
* Ensuring all staff are appropriately trained in the area of anti-bullying
* Understanding the relationship between the anti-bullying policy and other policies particularly in relation to safeguarding, equality, inclusion, behaviour, disability and discrimination
* Actively celebrating and valuing diversity and difference within the centre
* Completion of anti-bullying questionnaires
* Supporting the centre by ensuring that all incidents of bullying are reported and treated both confidentially and seriously
* Displaying around the centre our anti-bullying procedures and advice

**Monitoring and review arrangements**

This policy will be reviewed and amended annually, and an analysis of incidents of bullying will be reviewed termly.