

## STA Ltd

### ANTI-BULLYING POLICY - LEARNERS

#### **INTRODUCTION**

The aim of this policy is to ensure that all members of STA's community feel valued and have the confidence to contribute to the aims and core values of STA.

STA is, therefore, committed to creating and maintaining a working and learning environment that is safe, secure and free from any form of bullying for all learners. Where bullying or harassment does occur, individuals should feel supported in reporting incidents and clear about the steps they should take.

#### **Bullying behaviour is defined as:**

“Any behaviour that is unwanted, inappropriate, unsolicited and unacceptable to the person receiving it, causing them unease, stress, distress and a possible loss of self-esteem.”

It involves persecution of the victim through intimidating, unfair, sarcastic, physical, malicious or angry behaviour that causes them to feel uneasy or threatened.

#### **SCOPE**

This policy applies to all learners of site-based and distance provision. STA is not directly responsible for bullying or harassment that takes place outside the learning environment and off-site premises but will take appropriate action if activities off-site have an impact on that learner's safety whilst with us.

#### **Bullying has several things in common:**

- it is deliberately hurtful behaviour
- it is usually repeated over a period of time (although it could be a one-off incident)
- it is difficult for those being bullied to defend themselves

#### **Examples of bullying are:**

<b>Physical</b>	<b>Direct Verbal</b>	<b>Indirect/Other</b>
Pushing	Teasing	Telephone calls
Threatening body language	Isolating	Sending notes
Invasion of personal space	Abusive language	Setting unrealistic targets
Physical gestures	Rumour spreading	Deliberate occupation of an area to exclude others
Demanding money with force	Ridicule of the person's work, ideas or behaviour	Electronic harassment, e.g. text messaging, e-mails, chat rooms, chat lines, etc.
	Verbal threats of violence	
	Gossip	

## **Preventative Steps**

- awareness raising of what is already in place, e.g. Code of Conduct
- ensure policies are clearly understood, reinforced and evaluated, especially during induction
- learner forum
- named people (eg Stephanie Ball) to be available to deal with problems

## **PROCEDURE**

If a learner complains of bullying or harassment their complaint should be taken seriously and treated sensitively. The learner should be kept informed of any action that will be taken to investigate a complaint, through discussion and written communication. The learner should be supported by:-

- notifying trainer/assessor if a problem is suspected
- "no blame" approach
- use of learner guidance and liaison staff
- signposting counselling support for the learner to follow up as required
- get those involved together to discuss situation
- utilize complaints and disciplinary procedures
- inform and involve parents/guardians

## **Procedures if Staff/Security witness a bullying incident**

1. Obtain name of learner(s) concerned and prepare a report as soon as possible. Copies of the incident report should be sent to an STA Director.
2. Follow up using appropriate procedures as indicated above.

## **If a Learner Confides in You**

Discuss how the learner would like to proceed and inform them of other members of staff information may be passed to in order to investigate any complaint. Agree approach to follow with learner and discuss with appropriate staff as soon as possible

## **Other considerations**

During and after any investigation the situation should be monitored to ensure that bullying does not recur. Any investigation should include recommendations for a named member of staff, e.g. a tutor, to be responsible for monitoring the situation. The learner should be made aware of support services available to them and how to access them, e.g. learner support.