

# THE APOLLO EDUCATION PROJECT

## The Apollo Education Project Policy: Anti-Bullying

Policies at The Apollo Education Project are written in accordance with the five outcomes contained within Every Child Matters:

- Being healthy.
- Staying safe.
- Enjoying and achieving.
- Making a positive contribution.
- Achieving economic wellbeing.

### 1. Rationale

1.1 At the Apollo Education Project we believe that any actions or words that are used for the express purpose of causing discomfort or harm to another person are bullying. We recognise that bullying can cause extreme emotional distress to its victims and that no member of the provisions community should bully any other. We regard all forms of bullying as being serious, but we recognise that bullying in the contexts outlined below require a particularly firm response.

- Bullying that takes place on a systematic basis towards one individual.
- Bullying that is perpetrated on a systematic basis by one individual or group.
- Bullying that is directed towards individuals who are particularly vulnerable.

1.2 Physical violence is not the only way in which bullying takes place and the seriousness of mental, verbal and emotional bullying must not be underestimated. Bullying may often take the guise of sexism and racism.

1.3 It is our intention to challenge all forms of bullying, to investigate all known incidents of bullying and to support the victims of bullying. We believe that all members of The Apollo Education Project community have a part to play in preventing and dealing with bullying.

### 2. Broad Goals

2.1 The main purpose of this policy is to ensure that all staff are aware of the nature of bullying and the procedures for dealing with it. Consistent application of the policy will lead to a centre where bullying is perceived by all to be an antisocial and unacceptable activity that will always be challenged and dealt with.

### 3. Pupil and Other Outcomes

The pupil and other outcomes we expect are:

3.1 Pupils who feel safe and secure from bullying in all aspects of their time at the provision.

3.2 Improved examination and other outcomes as a result of a safe and secure environment that supports learning.

3.3 Pupils who are confident that bullying will be dealt with seriously by the provision.

- 3.4 Pupils who are confident to report bullying whether they, or others, are the victims.
- 3.5 Staff who are aware of the procedures to be followed in the event of bullying.
- 3.6 A provision community that, as a whole, challenges bullying in all its forms.

#### **4. Planning and Implementation**

##### 4.1 Curriculum

- 4.1.1 The issues surrounding bullying will be addressed consistently in the appropriate sessions at the provision.

##### 4.2 Response to incidents

- 4.2.1 If a member of staff sees an incident of bullying, he/she must intervene immediately and later complete an incident report for the director.
- 4.2.2 Staff who receive a report of bullying must complete an incident report form for the director.
- 4.2.3 Pupils who are victims of bullying should report the fact to a member of staff.
- 4.2.4 Pupils who witness incidents of bullying should report the fact to member of staff.
- 4.2.5 Parents/Carers who are concerned about bullying should contact a member of staff.
- 4.2.6 All reported incidents of bullying must be recorded by staff. The written report must also include a summary of action taken and must be brought to the attention of the director.

##### 4.3 Support and Action

- 4.3.1 In respect of victims and perpetrators of bullying, each case will be dealt with individually.
- 4.3.2 The director will discuss appropriate action with the linked member of staff.
- 4.3.3 Appropriate action for victims may include counselling and the temporary provision of 'safe havens' while the matter is dealt with.
- 4.3.4 Appropriate action for perpetrators may include: informing parents/carers, internal or external exclusion from the provision, counselling to tackle the causes of the behaviour, being escorted to and from the centre by parents/carers.
- 4.3.5 In all cases perpetrators will receive counselling from the director or other appropriate members of staff about the provision's bullying policy and the reasons for it.

## **5. Monitoring, review and Evaluation**

This policy will be reviewed annually by the director.

- 5.1 The director will be responsible for the successful implementations of this policy. This will be done through consultations with the provisions staff and analysis of the incident forms.

To be reviewed: September 2016