

Objectives of this Policy

- All directors, managers, and tutors, learners and parents should have an understanding of what bullying is
- All directors, managers, and tutors should know what the company's policy is on bullying, and follow it when bullying is reported
- All learners and parents should know what the company's policy is on bullying, and what they should do if bullying arises
- As a company we take bullying seriously. Learners and parents should be assured that they will be supported when bullying is reported
- Bullying will not be tolerated

Implementation

The Company

The following steps may be taken when dealing with incidents:

- If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who has been approached
- A clear and precise account of the incident will be recorded and given to the Head of Department
- The Head of Department will interview all concerned and will record the incident
- Programme tutors will be kept informed and if it persists the tutor will advise the appropriate Learner Support Staff
- Punitive measures will be used as appropriate and in consultation with all parties concerned
- If necessary and appropriate, police will be consulted

Learners

Learners who have been bullied will be supported by:

- Offering an immediate opportunity to discuss the experience with a tutor or a member of staff of their choice
- Reassuring the learner
- Offering continuous support
- Restoring self-esteem and confidence

Learners who have bullied will be helped by:

- Discussing what happened
- Discovering why the learner became involved
- Establishing the wrong doing and the need to change

The following disciplinary steps can be taken:

- Verbal reminders to cease offending
- Suspension during investigation
- Verbal or Written warnings to go on learners file
- Permanent exclusion

Within the curriculum the Company will raise the awareness of the nature of bullying through inclusion in practical sessions, theory sessions and other relevant workshops, as appropriate, in an attempt to eradicate such behaviour.

Prevention

We will use some or all of the following to help raise awareness of and prevent bullying. As and when appropriate, these may include:

- Writing and implementing a set of centre rules
- Signing a behaviour contract
- Having regular discussions about bullying and why it matters