



GREENE'S TUTORIAL COLLEGE
— Oxford —

Greene's Anti-bullying Policy

Statement of Intent

Greene's is committed to providing a caring, friendly and safe environment for our students so they can study in a relaxed and secure atmosphere. Bullying of any kind is unacceptable and if it occurs or is suspected, all students should be able to report it and know that reported incidents will be dealt with promptly and effectively. *Anyone* who knows that bullying is happening is expected to tell a member of the Greene's staff. Greene's is committed to develop understanding aimed at preventing bullying from taking place.

What is Bullying?

Bullying is the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal or psychological. It can happen face-to-face or online. Bullying can manifest itself in various forms:

- Emotional: (being unfriendly, excluding, tormenting or threatening)
- Physical: (pushing, kicking, hitting, punching or any use of violence)
- Racist: (racial taunting, graffiti, gestures)
- Sexual: (unwanted physical contact or sexually abusive comments or sexually indecent video messaging)
- Homophobic: (because of, or focussing on the issue of sexual orientation)
- Gender-based: (transphobia or prejudice on the grounds of gender identity or expression)
- Verbal: (name-calling, sarcasm, spreading rumours, disproportionate teasing)
- Cyber: (involving any area of the internet, e.g. e-mail, 'chat-room' misuse, mobile threats by messaging & calls, misuse of associated technology, i.e. camera & video facilities)
- Mobile: (threats by text/video messaging and calls)
- Video: (misuse of camera and video facilities)

Why it is important to prevent and respond to bullying?

No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Students who bully need to learn different ways of behaving. We all have a responsibility to respond promptly and effectively to incidences of bullying.

Objectives of this Policy

- All those working for or connected with Greene's, whether full-time, part-time, employed or self-employed (e.g. staff, tutors, part-time workers, students, parents, guardians) should have an understanding of bullying and participate in its prevention.
- All those working for or connected with Greene's, should know what Greene's policy is on bullying, and follow it when bullying is reported.
- All students and parents should know what Greene's policy is on bullying, and what they should do if bullying arises.
- Greene's aims to prevent bullying through development of mutual respect, understanding and tolerance between all those working for or connected with Greene's.
- Greene's takes bullying seriously and it will not be tolerated. Students and parents should be assured that Greene's will investigate reported incidences of bullying and act appropriately.

Signs and behaviours of bullying

There may be signs and behaviours that someone is being bullied. Some of the most common to be aware of are listed below. The person being bullied:

- is frightened of walking to or from the college
- is frightened of using the student common room or other common areas
- does not want to travel by public transport and/or begs to be brought to the college
- changes their usual routine and/or begins to be unusually absent
- becomes withdrawn, anxious or lacking in confidence
- talks about suicide or running away
- cannot sleep - cries themselves to sleep at night or has nightmares
- feels ill in the morning
- begins to do poorly in their academic studies – becomes distracted
- has possessions which are damaged or ‘go missing’
- has an unexplained need for money, and/or is continually ‘loseing’ money
- becomes aggressive, disruptive or unreasonable
- is bullying other students or siblings
- stops eating
- is frightened to say what is wrong
- is afraid to use the internet or mobile phone
- is nervous and jumpy when a cyber message is received
- gives improbable excuses for any of the above

These signs and behaviours should always be investigated. They could indicate other problems, although bullying should be considered as a possibility and should be investigated.

Procedures

1. Suspected bullying incidents must be recorded and reported immediately to the Academic Director
2. We will investigate suspected bullying or threats of bullying and take measures quickly.
3. In serious cases, the Vice Chair of the Governing Body will be informed.
4. The alleged victim, the alleged perpetrator as well as potential witnesses will be interviewed separately.
5. In serious cases we will inform parents or guardians, and invite them to discuss the problem.
6. An attempt will be made to help the bully (or bullies) change their behaviour.

Support structures and responsibilities

Students who have a concern are welcome to approach any member of staff; but they will typically inform their Personal Tutor in the first instance. Where parents have concerns they should contact the Academic Director who will, if appropriate, involve other members of staff such as the Director of Studies, the student’s Personal Tutor, subject tutors, and/or the Vice Chair of the Governing Body.

The particular responsibilities of staff and students are:

1. All staff and, in particular, the Academic Director, Director of Studies and Personal Tutors have a responsibility for nurturing a climate of mutual respect and tolerance.
2. The Academic Director and the Director of Studies are the safeguarding officers and are responsible for pastoral care in the college and are available to advise about anti-bullying and safeguarding procedures. The Director of Studies is responsible for developing strategies for the prevention of bullying, monitoring patterns of systematically unpleasant

behaviour, and overseeing the deployment of sanctions as appropriate, and works closely with the Personal Tutors.

3. The Academic Director is often available from 9.00 a.m. to 5.30 p.m., Monday-Friday, when students may usually see her without appointment. On occasion, when the College Principal is not available, they will need to book an appointment with the Director of Studies.
4. The Academic Director and Director of Studies ensure that all tutors understand and are aware of the Greene's anti-bullying and safeguarding procedures.
5. An understanding of the Anti-bullying Policy is part of the induction process for staff and the policy is available on Greene's Online and on the Greene's website.
6. The Student Committee, in particular the Safeguarding Officer, plays an important role in the prevention of bullying and in helping to look after fellow students, providing reassurance and advice whilst also acting as an intermediary for any student concerns.
7. Students are expected to abide by the Greene's Anti-bullying charter for students.
8. If required, senior management – including the Chair and Vice Chair of the Governing Body - are available to see students who have any bullying concerns. An appointment must be made in advance with the Academic Registrar.

Additional support and advice can be obtained from recognised authorities such as:

- **Family Lives** (formerly Parentline Plus): www.familylives.org.uk
helpline: 0808 800 2222
also includes: www.bullying.co.uk & www.bullying.co.uk/cyberbullying
- **Kidscape**: www.kidscape.org.uk
helpline/parent advice line: 0207 8235 430
- **Advisory Centre for Education (ACE)**: www.ace-ed.org.uk
help line: 0300 0115 142
- **Children's Legal Centre**: www.childrenslegalcentre.com
Helpline/legal advice line: 0300 3305 485 (terms & conditions apply)

Prevention

Greene's believes that prevention of bullying is the best strategy. We will use a range of methods to help prevent and/or control bullying. If appropriate these may include:

- Publicising the Greene's Anti-bullying charter for students
- Involving the Student Committee in spreading understanding about bullying and monitoring for early signs of possible bullying
- Asking students who are showing bullying tendencies to sign a behaviour contract and for their behaviour to be regularly monitored by their Personal Tutor
- Talking to students about issues of difference and the need for mutual respect and tolerance, in tutorials, through dedicated events or projects, or the leadership programme

Outcomes

Greene's will always aim to rectify the bullying circumstances seeking for reconciliation between those involved. However, in serious cases, suspension or expulsion from Greene's will be considered and/or relevant authorities informed and involved.

In all cases, after the bullying incident, or bullying incidents, have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

In regularly reviewing this policy we also recognise and strive to implement current UK Government advice and guidance.



GREENE'S TUTORIAL COLLEGE
Oxford

Greene's anti-bullying charter for students

1. Show good manners and courtesy to everyone at all times
2. Be considerate, look after one another – ask someone how they are feeling if you think they are not feeling well
3. If you think someone is not feeling well – tell the Academic Registrar
4. Care for everybody and everything.
5. Treat others as you would like to be treated.
6. Show respect for other peoples differences and opinions.
7. Be tolerant of others but do not tolerate people being unkind to you – tell your Personal Tutor
8. Be inclusive at all times.