

MPCTTM

Motivational Preparation College for Training

S003 – Learner Anti-Bullying Policy



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MPCT

LEARNER ANTI BULLYING & BEHAVIOUR POLICY

References:

- A. **Education Act 2002**
- B. **Safeguarding Children: Working Together Under the Children Act 2004**
- C. **All Wales Child Protection Procedures**
- D. **Department for Children, Schools and Families**
- E. **Local Safeguarding Children Boards**
- F. **The Education and Inspections Act 2006 Section 89**
- G. **The Equality Act 2010**
- H. **Behaviour and discipline in schools Advice for head-teachers and school staff July 2013.**
- I. **‘Safe to Learn’ and Department for Education ‘Prevention and Tackling Bullying’, 2011 and in accordance to ISI Regulatory Requirements National Minimum Standards for Boarding, September 2011, Standard 12.**
- J. **Harassment Act (1997) The Communications Act (2003).**
- K. **MPCT Learner Protection Policy**

MPCT Anti-bullying Policy

1 Introduction

- 1.1 MPCT are committed to providing a caring, friendly and safe environment for all of our learners' so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at MPCT.
- 1.2 If bullying does occur, all learners' should be able to tell a member of staff and know that incidents will be dealt with promptly and effectively. Learners can also contact the Director of Human Resources or Director of Risk Management to report incidents, if they feel that nothing has been done by staff at Centre, contact through the company number on Tel: 088442 438438.
- 1.3 This policy has been written following and taking advice from the above references. This policy also takes regard of 'The Equality Act 2010', Part 6 Education, Chapter 1 Schools, which came into force in April 2011.

2 Bullying

- 2.1 Bullying is a type of abuse which can take many forms and this is acknowledged in our "Safeguarding Learner Protection Policy" which considers the wider issues around the abuse and safeguarding of our students. This Anti-bullying Policy (hereafter ABP) should be read in conjunction with the Safeguarding Policy which can be found on MPCT HR intranet: (Access can be granted by Director of HR for any external agencies on request or copies can be made available).
<https://www.octopus-hr.co.uk/portal/>

- 2.2 This policy specifically refers to and deals with the bullying of learners

within **MPCT**. Incidents concerning the bullying of staff is covered in the Human Resources (HR) 'Harassment Policy' available on the MPCT HR intranet: <https://www.octopus-hr.co.uk/portal/>

3 Aims

- 3.1 To reduce the frequency of bullying incidents.
- 3.2 To increase the chances that bullying incidents are disclosed, to responsible adults or peers trained to know when to involve an adult.
- 3.3 To intervene effectively when bullying happens.

4 Objectives of this Policy

- 4.1 The objectives of this policy are to ensure that:
- 4.2 all **MPCT** Directors, Management, staff, learners and parents have an understanding of what bullying is.
- 4.3 all **MPCT** Directors, Management, staff, know what **MPCT** policy is on bullying, and follow it when bullying is reported.
- 4.4 To communicate to students and parents why bullying is unacceptable, that it will not be tolerated and that victims will be supported;
- 4.5 all students and parents should know what the **MPCT** policy is on bullying, and what they should do if bullying arises.
- 4.6 to create a happy, well-ordered and caring community and that at **MPCT** we take bullying seriously;
- 4.7 to follow the policy when bullying is reported;

4.8 to reduce incidents of bullying through the implementation of appropriate strategies, preventative and proactive as well as reactive;

4.9 The policy is intended to show that at **MPCT** we take bullying seriously and students and parents should be assured that they will be supported when bullying is reported. Bullying will not be tolerated.

5 Definition of Bullying

5.1 Bullying is a behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally (Preventing and Tackling Bullying). The main features of bullying are deliberate aggression, unequal power relationships, behaviour which; results in pain or distress, bullying, physical or emotional, can cause psychological damage and even suicide.

5.2 Although bullying is not a specific criminal offence, there are laws which apply to harassment and threatening behavior and any actual bodily harm. Cyber-bullying can infringe criminal laws including the Harassment Act (1997) and the Communications Act (2003).

5.3 Bullying can be defined as the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

6 Here are some examples of bullying:

6.1 Emotional

6.2 Behaviour or body language which others find intimidating, unfriendly, threatening, tormenting; excluding from friendship or working groups or peer pressure to behave in inappropriate ways.

6.3 Physical

6.4 Violence of any form – pushing, kicking, punching, hitting, taking, damaging or hiding belongings.

6.5 Racist

6.6 Offensive mimicry; racist taunts or jokes; wearing of provocative badges or insignia; racist graffiti; making fun of customs, accent or dress; refusal to co-operate or work with others of a different culture.

6.7 Sexual

6.8 Bullying because of sexuality or focusing on the issue of sex.

6.9 Homophobic

6.10 Any hostile or offensive action against lesbians, gay males, bisexual or transgender people, or those perceived to be lesbian, gay, bisexual or transgender.

6.11 Verbal or image

6.12 Being insulting, abusive, offensive, hurtful, spreading rumours; using sarcasm; teasing. It can be spoken or written or placed on computer/mobile text messages or images on camera phones/internet sites/chat rooms/social networking sites.

6.13 Cyber

6.14 Cyber-bullying is the use of information and communication devices and services to bully, harass or intimidate an individual or group. All areas of internet, such as email & internet chat room misuse.

6.15 Mobile threats

6.16 By text messaging & calls Misuse of associated technology, i.e.

camera & video facilities

6.17 Special Educational Needs and Disability

6.18 Bullying because of a specific learning need or physical or mental disability.

6.19 Religious

6.20 Bullying because of a person's religious belief.

6.21 Unwanted physical contact or sexually abusive comments because of, or focusing on the issue of sexuality name-calling, sarcasm, spreading rumours, teasing

6.22 This is not an exhaustive list, bullying in some forms can constitute a criminal act e.g. extortion.

7 Allegations of Bullying

7.1 All allegations of bullying will be taken seriously by **MPCT**.

7.2 When a learner or parent reports a case of bullying to a member of staff he/she must deal with the matter as quickly as possible in accordance with the procedures laid down.

8 Appropriate procedures following the policy.

8.1 In dealing with a case of bullying, disciplinary procedures may (and are likely) to be invoked and the police may need to be contacted where more serious cases involve assault, cyber-bullying and persistent bullying outside the jurisdiction of **MPCT**.

8.2 **MPCT** will attempt a variety of strategies to ensure that the matter is

reconciled and that the learner who has been bullied feels confident that the matter has been dealt with appropriately.

8.3 As a means of preventing further bullying, each case will be monitored and attempts will be made to help the bully/bullies change their behaviour.

9 Allegations against members of staff or volunteers

9.1 If any allegation is made against a member of staff **MPCT** will follow procedures in line with "Safeguarding Young People & Vulnerable Adults (Child Protection) Policy".

9.2 Lead Safeguarding Officer (LSO) will be the first line of contact who will consider all cases very carefully and notify the LADO (Local Authority Designated Officer).

9.3 Advice and Guidance sought from LADO as required and depending on the allegation may be led by the LADO. Follow Local Authority reporting system to LADO as required.

9.4 Allegations against any member of **MPCT** will be referred to Director of HR via the LSO who should notify the MD and Director of Risk Management if appropriate.

10 Learners with Learning Difficulties and/or Disabilities (LLDD)

10.1 Any learners highlighted with learning difficulties and/or disabilities within **MPCT** may be especially vulnerable to bullying. Any indication of bullying of these students should be reported in the same way as for other students, according to MPCT bullying policy.

10.2 Where bullying is suspected, learners and vulnerable adults who

have difficulties in communicating should be given the chance to express themselves to a member of staff with appropriate communication skills and/or be provided with an advocate.

11 Increasing awareness of anti-bullying

11.1 All staff, Learners and Directors, Managers need to be aware of **MPCT** Anti-Bullying Policy, what constitutes bullying, how it should be prevented and how it should be reported and dealt with.

11.2 MPCT will endeavour to address these requirements through:

11.3 Appropriate information and training for staff.

11.4 Information for students to increase their awareness and understanding of the inappropriateness of bullying through:

11.4.1 Information given during at Induction.

11.4.2 Behavior policy covered on induction.

11.4.3 Information on the student information boards.

11.4.4 Activities for tutors to use with groups where appropriate

11.4.5 Advice and information through the website.

11.4.6 Topic-specific events across college e.g. Anti-bullying Week (November), Safer Internet Day (February), programme dates into dairies.

11.5 Reinforcing the need for learners to understand their rights and responsibilities and through theirs and peers' code of conduct.

11.6 It is vital that the behaviour policy is clear, that it is well understood by all staff,

11.7 parents and learners, and that it is consistently applied.

- 11.8 In developing the behaviour policy, **MPCT SLT** should reflect on the following key aspects of **MPCT** practice that, when effective, contribute to improving the quality of learner behavior:
- 11.9 A consistent approach to behaviour management across **MPCT**.
- 11.10 Strong Management & Leadership,
- 11.11 Classroom management as directed by **MPCT** policy;
- 11.12 Rewards and sanctions as directed by **MPCT** learner Motivational procedures.
- 11.13 Behaviour strategies and the teaching of good behaviour;
- 11.14 Staff development and support;
- 11.15 **MPCT** Learner support systems;
- 11.16 Liaison with parents and other agencies;
- 11.17 Managing Learner transition into **MPCT** courses respectively;
- 11.18 The behaviour policy acknowledges **MPCTs'** legal duties under the Equality Act 2010, in respect of safeguarding and in respect of pupils with special educational needs (SEN).

12 Behaviour Strategies in MPCT – instructors' powers

12.1 Key Points

- 12.2 Instructors have statutory authority to discipline using MPCT motivational procedures of learners whose behaviour is

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unacceptable, who break the college rules or who fail to follow a reasonable instruction (Section 90 and 91 of the Education and Inspections Act 2006).

12.3 The power applies to all paid staff (unless the Managing Director says otherwise) with responsibility for Learners.

12.4 Instructors can use motivational procedures for learners at any time the learner is in MPCT locations or elsewhere under the charge of a staff, including on outreach visits.

12.5 Instructors can also use the procedure for learners in certain circumstances when a learner's misbehavior occurs outside of MPCT locations.

12.6 Instructors can confiscate learners' property if this is the cause of the disruption, phones, ipods etc. Learners personal property must be secured and returned to them after the lesson.

13 Using MPCT motivational procedures for poor behavior(s).

13.1 **What the law allows:**

13.2 Instructors' can use MPCT motivational procedures to help correct learner's if their conduct falls below the standard which could reasonably be expected of them. This means that if a learner(s) misbehaves, breaks **MPCT** rules or fails to follow a reasonable instruction the instructor can impose discipline measures using **MPCT** motivational technique procedures.

13.3 To be lawful, the punishment must satisfy the following three conditions:

- 13.4 The decision to punish a learner must be made by a paid member of staff of **MPCT** only.
- 13.5 The decision to punish the learner and the punishment itself must be made on **MPCT** premises or while the learner is under the charge of the member of staff; and follow **MPCT** Motivational procedures.
- 13.6 It must not breach any other legislation (for example in respect of disability, special educational needs, race and other equalities and human rights) and it must be reasonable in all the circumstances.
- 13.7 A punishment must be proportionate. In determining whether a punishment is
- 13.8 reasonable, section 91 of the Education and Inspections Act 2006 says the penalty must be reasonable in all the circumstances and that account must be taken of the learner's age, any special educational needs or disability they may have, and any religious requirements affecting them.
- 13.9 **MPCT** does not allow Corporal punishment and is illegal in all circumstances. **MPCT** Does not allow detentions.
- 13.10 **MPCT** Does not allow punishments through Physical Training in any circumstances (e.g. press-ups).
- 13.11 **MPCT** only allows discipline to be addressed using **MPCT** motivational procedures:
- 13.12 Motivational interview**
- 13.13 Timeouts**
- 13.14 Informing parents/NOK**

13.15 Letters issued during interview and copies sent home and held within their file.

13.16 Suspension

13.17 Exclusion

14 If you know someone is being bullied within MPCT or outside?

14.1 Remember what you were told on induction, 'Don't stand and watch'; 'fetch help'. Tell an **MPCT** Member of staff who have ways of dealing with bullying without getting you in to trouble.

14.2 If a friend tells you that they are being bullied try to persuade them to tell a member of staff themselves. If this does not happen you should tell a teacher yourself.

14.3 Do not be, or pretend to be, friends with a bully. Show that you and your friends disapprove.

14.4 Be sympathetic and supportive to someone who may be being bullied.

14.5 Be careful about teasing people or making personal remarks; if what you are about to say may be hurtful, do not say it.

15 As a parent

15.1 Watch for signs of distress in your child, for example, they suddenly may not wish to attend college/school, feel ill regularly, or not complete work to a normal standard.

15.2 If you feel your child may be a victim of bullying behaviour, inform MPCT immediately with as many details as you can. Your complaint

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will be taken seriously and appropriate action will be taken.

15.3 Discourage your child from hitting back as this will only exacerbate the issue.

15.4 Encourage your child to talk to his/her Instructor/tutor about any worries.

16 MPCT will:

16.1 Offer positive role models in terms of mutual respect, listening and problem solving.

16.2 Be aware of early signs of distress or withdrawal in learners.

16.3 Always listen, take seriously and act upon information received.

16.4 Ensure that all accessible areas of **MPCT** Centres are patrolled effectively during breaks by duty instructor.

16.5 Use any opportunity to discuss aspects of bullying and the appropriate way to behave towards each other e.g. discussions, news, PSHCE Programme, appropriate opportunities in the curriculum such as National Anti-Bullying Week in November, roles and responsibilities, **MPCT** Core Values, revisit/revise on induction after more leave periods of two weeks.

16.6 Build positive self-images among the learners.

16.7 Commend appropriate behavior and reward.

16.8 Deal quickly, firmly and fairly with any complaints involving

parents or learners where necessary.

- 16.9 Information for students about what to do if they are being bullied is displayed around the School, including telephone numbers for the independent organisations that can help.

17 Action to be taken when bullying is suspected

- 17.1 If bullying is suspected we talk to the suspected victim, the suspected bully and any witnesses. If any degree of bullying is identified, the following action will be taken:
- 17.2 The victim is offered support.
- 17.2.1 A record of the incident is logged to enable patterns of behaviour to be identified. Included **MPCT** Motivational Logs.
- 17.3 The perpetrator is reprimanded, sanctioned appropriately and warned that there must be no recurrence of such behaviour.
- 17.4 Acts of bullying can lead to, suspension or exclusion of the perpetrators from **MPCT**. Parents/NOK are informed where appropriate.
- 17.5 A more detailed explanation of how staff report, investigate and manage incidents is found in Appendix 1.
- 17.6 Sanctions must be applied fairly, proportionally, consistently and reasonably, taking account of any special educational needs (SEN) or disabilities that learners may have and taking into consideration the needs of vulnerable children.
- 17.7 **MPCT** Motivational sanctions have three main purposes, namely to:

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17.8 Impress on the perpetrator that what he/she has done is unacceptable;

17.9 Deter him/her from repeating that behaviour;

17.10 Signal to other Learners that the behaviour is unacceptable and deter them from doing it.

17.11 The procedure is as follows:

<p>First offence</p>	<p>17.12 Discussion of the incident with parents/NOK and strategies put in place to help change their behaviour. Depending on the severity learners may be suspended to enable sufficient investigation to be completed expulsion may happen once the investigation is complete</p>
<p>Second offence</p>	<p>17.13 As 'First Offence' with possible extended length of detention or suspension from MPCT. Parents/NOK invited in to discuss the matter and to suggest additional strategies/sources of help for the student.</p> <p>17.14 Depending on the severity learners may be suspended to enable sufficient investigation to be completed expulsion may happen once the investigation is complete</p>
<p>Subsequent offences</p>	<p>17.15 Learner suspended from MPCT, generally for two days. Letter home to parents, stating that on return to College the learner will be monitored for a period, and that any further infringement may lead to exclusion from MPCT.</p> <p>17.16 Depending on the severity learners may be suspended to enable sufficient investigation to be completed expulsion may happen once the investigation is complete</p>

18 If there is evidence of a learner bullying another learner(s) then staff action is as follows:

- 18.1 Intervene to stop the learner harming the other learner(s)
- 18.2 Explain to the learner doing the bullying why his/her behaviour is inappropriate;
- 18.3 Give reassurance to the learner(s) who have been bullied;
- 18.4 Help the learner who has been bullying to say sorry for his/her actions;
- 18.5 Ensure that the learner who has been bullying receives praise when he/she displays acceptable behaviour;
 - 18.5.1 Do not label learner(s) who bully;
- 18.6 When a learner has been bullying, this is discussed with his/her parents/NOK and a plan is worked out for handling the behaviour;
- 18.7 When a learner has been bullied, this is shared with his/her parents, explaining that the learner(s) who did the bullying are being helped to adopt more acceptable ways of behaving and that his/her parents have been informed.

19 What Are the Signs of Bullying?

- 19.1 Suffer damage or loss to items such as clothing, property and college work more often than might be considered normal;

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- 19.2 Suffer unexplained injuries;
- 19.3 Become withdrawn and be reluctant to say why;
- 19.4 Display a reduction in educational attainment, either gradually or suddenly;
- 19.5 Be reluctant to go to **MPCT**.
- 19.6 Be reluctant to travel to and from **MPCT** by bus or train indicating problems during the journey;
- 19.7 Display unusual patterns of behaviour with regard to money and/or possessions;
- 19.8 Become depressed;
- 19.9 Be reluctant to eat or play normally;
- 19.10 Appear generally unhappy, moody and/or irritable.

20 Prevention

- 20.1 We will use KIDSCAPE <http://www.kidscape.org.uk> methods for helping Learners to prevent bullying including ZAP <http://www.kidscape.org.uk/training/zap-assertiveness-training/> . As and when appropriate, and in particular for some of our 14-16 KS4 learners. The training may include:
- 20.2 Having discussions with each other about bullying and the Learner Anti-Bullying Policy (**appendix 2**) and why it matters;
- 20.3 Reading stories about bullying within the news and using these to highlight and discuss appropriate behavior.

21 MPCT Staff Professional Development

- 21.1 Through appropriate continuing professional development (CPD) training and induction, all staff are made aware of the MPCT's anti-bullying policy, including new staff.

21.2 All staff complete training annually and all new staff complete complete safeguarding online course.

22 Review

22.1 The anti-bullying policy will be reviewed annually or when ever any new recommendations are released from any of the government or local bodies within the references to this document. The policy will also be revisited if any recommendations arise after any investigation into any bullying within **MPCT**.

Appendix 1 to MPCT LEARNER ANTI BULLYING & BEHAVIOUR POLICY

Reporting, Investigating and Managing Incidents of Bullying

Reporting Bullying

1. Staff to whom an incident is reported, or who first discover an incident, must:
 - a. Stay calm and avoid making snap decisions or attaching blame;
 - b. Make the situation safe, if necessary;
 - c. Report the matter to the Director of Risk Management & Director of HR

2. **Staff must write/type an account of any incident as soon as possible after reporting it on the MPCT Motivational/At Risk Register.**

3. Further separate reports, statements to be completed.
Copies must be given to the Director of HR / Director of Risk Management.
Incidents can be reported using the red 'Referral of Concern with Student' form or in a separate written account. These forms can be found in the Staff Common Room.

4. **It is vitally important that all written records of incidents are stored appropriately by the relevant member of staff.**
Records of more serious incidents are to be kept by Director of HR.

5. Investigate allegation and report on the incident and seek advice on the way forward in dealing with the incident.

6. For any serious cases a manager/director will be allocated to support and investigate as required.

Investigating and Managing Incidents

It is important to record all incidents no matter what they are, something that may seem insignificant at first may show record of previous recordings and warnings that would warrant intervention and appropriate response accordingly.

In many cases, a quiet word of warning is sufficient to modify behavior but as directed all cases even the quiet word must be reported on the motivational logs as directed by MPCT Motivational logs/At risk/welfare records.

In all cases, the level of response is determined by the facts that emerge from an investigation into an incident.

Lead Instructors initially take responsibility for initial investigations of any reported incidents;

Students are interviewed in order to ascertain what happened;

Written statements may be required from all parties involved, signed and dated;

If it is decided that further action is required then Director of Risk Management informed who will help and guide decisions to be taken.

The Learner(s) involved (both bully and bullied) may be brought together with a member of staff present to try to talk it through, with the aim of apology and reconciliation, only if this is appropriate;

1. Clear guidelines for future behaviour are issued to both parties and a code of conduct agreed. Learners should know that the situation will be monitored and know of consequences for bully if bullying continues.
2. The sanctions which might be applied are set out earlier in this document; parents of bully and bullied should be kept informed, where necessary, at appropriate times during an investigation;
3. Including instructor(s) of the learner(s) involved.
4. If no improvement is seen then meetings with parents/NOK will be instigated if appropriate.
5. A learner who persistently makes life unhappy for others may face suspension or being asked to leave **MPCT** in extreme cases.

Appendix 2 – MPCT LEARNER ANTI-BULLYING POLICY

MPCT does not tolerate bullying.

We aim to be ‘bully free’

We aim to promote ‘telling policy on bullying’

We talk and learn about anti-bullying during PSHCE lessons, induction and continued learning within MPCT.

Are you being bullied?

“Bullying is the willful, conscious desire to hurt, threaten or frighten someone. Bullying can take many forms – physical, verbal or psychological. It may be carried out by individuals or groups and is characterised by repeated behaviour against the victim”.

Bullying normally includes:

- deliberate aggression; unequal power relationships;
- behaviour which results in pain or distress.

But Bullying may also include:

- threats of violence, both verbal and non-verbal;
- actual violence;
- ignoring/ shunning others or deliberately trying to turn friends against one another by spreading false rumours;
- teasing, ridiculing, mimicking, sarcasm, name calling;
- interfering with property or deliberately damaging another’s possessions or work;
- racially or sexually offensive remarks and/or behaviour;
- offensive remarks about a physical or other disability;
- intimidation or demanding money, material goods and/or favours through force;

What Are the Signs of Bullying?

The following signs may indicate that you or a friend is being bullied:

- suffer damage or loss to possessions;
- struggling with school work;
- reluctant to go to school;
- reluctant to travel to and from school by bus, indicating problems during the journey;
- appear generally unhappy, moody and/or irritable;

Taken individually, the above may not be due to bullying, but a combination of even some of these signs could be a reason to suspect it.

If I am being bullied or I know someone is, what can I do?

- **No matter what others say, IT IS OKAY TO TELL;**
 - tell a friend who will pass the information on to a staff member;
 - tell an instructor or Student Listener who will pass the information
 - tell your Instructor/tutor.
 - telephone Child Line 0800 1111.
 - If you do this bullying will **STOP!**

What happens to bullies?

Incidents of bullying when reported are taken seriously by **MPCT** and are treated as confidentially as possible.

All cases reported observed will be investigated

Bullies will receive a sanction, and parents are informed;

Bullies are helped by the teachers to understand what they have done wrong so they can try and change their behaviour in the future.

Depending on the type and severity of the bullying will depend on the outcome and after the investigation learners still may be suspended or expulsion given

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from **MPCT. On extreme cases the police will be informed and they may take over the investigation if any criminal laws may have been broken.**

Authorised by Director of Risk Management - Steve
Williams

Reviewed LSO – Richard Erskine

Date reviewed - Nov 2018

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Appendix 3 Contact details of organisations that can be used if required

The following telephone numbers are also posted Learners notice boards and around the centres in case any Learner wishes to make use of them:

Kidscape – www.kidscape.org.uk

ChildLine – www.childline.org.uk – 0800 1111

Children and Young People Services - 0116 253 1191

Ofsted - 08456 404045

Estyn - 0300 062 8800

Drug Helpline (11 to 19yr olds) - 0800 776600

Alcohol Helpline (11 to 19yr olds) - 0116 222 9545

Eating Disorders Association – youthline – BEAT - 0845 347650

Bereavement care – youthline - 0808 8081677

Samaritans – 08467 909090

National Bullying Helpline- Tel: 0845 22 55 787

<http://nationalbullyinghelpline.co.uk>

www.kidshelp.com.au/teens/get-help/who-else-can-help/helpful-links/bullying.php

MPCT Believes that all learners have the right to live and be educated in an environment which is supportive, caring and safe, and where there is mutual respect and co-operation. Bullying is anti-social behaviour which; threatens the fundamental principles of the college, and it will not be tolerated. Learners are encouraged to report incidents of bullying to any member of **MPCT** staff who inspires their confidence. That member of staff will then follow **MPCT** Child Protection Policy.

Bullying is deliberately hurtful behaviour to someone over a period of time. It can take the form of either, or both, physical aggression or verbal abuse. Often it includes one of more of the following: intimidation, exclusion, rumour-spreading, name-calling, anonymous messages, damage to or theft of personal property. The most likely causes are racial prejudice, perceived disability or abnormality, or envy. The victim may react by becoming silent or withdrawn, feigning illness,

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missing lessons, not eating, or not working. The potential serious consequences of bullying should not be underestimated.

The following procedures and recommendations are intended to discourage bullying in all its forms.

Unauthorised absence from class will be reported by the instructor and the Lead Instructor will follow this up and investigate why.

Instructors/Tutors will be informed of anyone in their section/group who has reported or is suspected of being bullied or bullying, and asked to monitor the situation.

The issue of bullying and anti-social behaviour will be periodically addressed in Morning Meetings, Weekly Meetings and the PSHE programme.

Learners are advised that anyone who feels that they are being bullied, or who knows that someone else is being bullied, should tell any **MPCT** member of staff.

All complaints of bullying will be taken seriously, will be investigated, and will be dealt with appropriately, effectively and sensitively.

Anyone proved to be systematically bullying one or more others will be given a warning to stop immediately. If they continue, their parents will be informed and they will be asked to leave **MPCT**.

Cyber-Bullying: Preventative Measures

All learners are required to adhere to our MPCT IT Policy for the safe use of the internet. Certain sites should be blocked by our filtering system and staff monitor learners' use.

Sanctions may be imposed for the misuse or attempted misuse of the internet.

In PSHE lessons and in discussions, guidance is offered on the safe use

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of social networking sites and cyber-bullying, this guidance covering blocking, removing contacts from friends' lists and sharing personal data. This is also included in our acceptable **MPCT IT** Policy.

Guidance is offered on the safe-keeping of names, addresses, passwords, mobile telephone numbers and other personal details.

Mobile telephones are to be used with discretion and not in lessons unless expressly for teaching purposes, as directed by the Instructor/tutor.

The use of cameras on mobile telephones is not allowed in lessons (unless with express permission) nor in washing and changing areas.