

College Expectations Of All Students

Bullying Policy

**PRIMARY PERSON RESPONSIBLE FOR IMPLEMENTATION AND MONITORING
OF THIS POLICY**

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LAST REVIEW DATE

Jan 2018

NEXT REVIEW

Jan 2019

College Expectations Of All Students

In order to make your time at Albemarle College a success it is important that you understand our expectations and requirements. We therefore expect that you will:

- Throughout the year, maintain a high standard of respectful behaviour
- Keep track of your academic learning and progress with the support of your Curriculum Manager, Personal Tutor and Subject Tutors.
- Complete homework to the best of your ability and by the required deadlines.
- Do not cheat or plagiarise any work submitted (see Academic Honesty Policy)
- Attend all classes punctually and abide by the Attendance Policy.
- Abide by the school policies including those on Health and Safety, consumption of alcohol, smoking and illegal substances (drugs) or bringing in any sort of object that may be harmful towards others.
- Accept that it is your responsibility to keep the college clean and tidy.
- Abide by the college's Code of Conduct during college trips or visits.
- Acknowledge that it is your responsibility to inform the college if you have any dealings with Police or other authorities outside of college hours.
- Note that attendance is **COMPULSORY** at all classes.
- Notify college staff of any changes of contact details by completing Change of Circumstance Form.

Disciplinary action is likely to follow any breach of the above expectations. The college action could include contacting parents/guardians. A severe or repeated breach could result in suspension or exclusion.

BULLYING POLICY

Student intimidation or bullying covers a full spectrum of behaviour. This ranges from making an individual in a group feel awkward and out of place, through repeated taunting, isolating an individual, verbal or physical intimidation to full-blown physical aggression. Aspects of behaviour from this spectrum occur in all centres of education and communities. However, it is imperative that centres of education pursue an active policy to confront such anti-social behaviour. This policy should be known, agreed and adopted by all staff, students and parents within the College community.

The College recognises the potential for students to suffer cyberbullying. Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyberbullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles. Cyberbullying that occurs between students is deemed as serious as bullying in any other context.

Aims

1. To recognise and accommodate individuality within the community;
2. To create a non-threatening environment;
3. To develop tolerance and forbearance;
4. To develop respect for each other;
5. To encourage recognition of intimidating behaviour;
6. To be proactive rather than reactive in this area;
7. To provide clear guidelines for staff, parents and students;
8. To provide young people with the skills to cope with intimidation when they leave the College;

Guidelines

1. Albemarle College is unequivocal in its opposition to aggressive behaviour of any kind and will adopt a positive, whole College approach to confront such behaviour when it occurs.
2. The College believes that intimidation is best dealt with openly, by discussion with all parties being fully involved.
3. The College urges all pupils who feel they are the victims of bullying or intimidation to report their worries or concerns to an appropriate person, so that the problem can be identified and brought out into the open. The victim may report to:
 - a fellow student who can go to a member of staff
 - a Personal Tutor
 - the Welfare Officer
 - any other member of staff - teaching or non-teaching.
4. The matter will then be discussed with both the victim and the alleged perpetrator, the strategy being discussed with the victim before implementation.
5. In the first instance, the aim is to counsel both parties so that the intimidation can stop, and the self-esteem of all is maintained.
6. Sanctions against the perpetrator, in accordance with College policy, will be enforced only if the policy implementation is obstructed and the intimidation continues, and not for the initial intimidation.
7. In more serious cases or if a problem persists the parents of both parties will be fully informed and involved in the process.

8. External counselling can be arranged if required. Parents will always be informed in such cases.
9. A regular survey of students' views will be undertaken to ascertain the extent of the problem.
10. External agencies will be contacted to provide appropriate support and training for staff and students.
11. By their example, staff will set a lead in this area.
12. The policy will be disseminated through notice boards and staff meetings.

Conclusion

The consistent implementation of this policy should serve to raise the self-esteem and enhance the self-awareness of all students. The policy should create an open environment where students feel secure but not over-protected so that they are able to develop a full range of interpersonal skills.

Reviewed Jan 2018