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Appendix 1 – Bullying Report Form

1. Statement of intent

Wider Ambition is committed to providing a safe and supportive environment, where students, parents and staff are free from all forms of bullying.

Our curriculum includes educating students about tolerance and diversity and equipping them to better understand the needs and feelings of themselves and other people.

We recognise that all of our students can be considered vulnerable as a result of their SEND.

Staff, parents, and students are expected to work together to prevent occurrences of bullying wherever possible and minimise the negative impact of any bullying which does occur.

2. About our policies

- 2.1. Our policies have been developed to comply with all relevant legislation and associated guidance. Policies will be updated periodically as necessary.
- 2.2. Our policies are inter-related and are intended to be read, understood and used collectively.
- 2.3. All staff and governors are expected to be familiar with and abide by our policies.
- 2.4. The School Administrator is responsible for ensuring volunteers and visitors are familiar with any policies which are relevant to their involvement and for taking reasonable steps to ensure compliance.
- 2.5. By accepting and maintaining a placement at a Wider Ambition setting, parents agree to support the ethos and policies. Parents are able to access these documents via the website, or by emailing the School Administrator.

- 2.6. The Headteacher is responsible for ensuring policies are implemented fairly, effectively, and consistently in each setting.
- 2.7. The Headteacher is responsible for identifying any training needs in relation to our policies. The School Administrator is responsible for arranging the required training. All staff are expected to engage in continuous learning and ongoing training appropriate to their roles.
- 2.8. The effectiveness of our policies and their implementation is monitored by the Governing Body. Unless otherwise stated, the Governing Body reviews each policy annually.
- 2.9. The Governing Bodies for Wider Ambition settings are provided by Governing for Ambition, an independent community interest company. The Governing Body uses its expertise to monitor the performance of each setting and to advise the Proprietor of any recommended actions. Responsibilities assigned to the Governing Body are limited to these advisory and accountability functions.
- 2.10. Wider Ambition Ltd is a subsidiary of Wider Plan Ltd. References to the Proprietor mean a Director of Wider Ambition or a senior representative from Wider Plan with delegated authority.
- 2.11. The Senior Leadership Team (SLT) includes the Proprietor, Pastoral Lead, Headteacher(s), Deputy Head(s), Quality of Education and Professional Development Lead, Leadership Assistants and any member of staff to whom responsibility is temporarily delegated by the Proprietor or Head(s).
- 2.12. All references to parents within our policies should be interpreted to include parent carers. For older students, the extent to which parents are involved in the student's provision is decided in accordance with statutory requirements and the student's own preferences.

3. Definitions

- 3.1. For the purpose of this policy, "bullying" is defined as persistent behaviour by an individual or group with the intent or reasonably assumed awareness of verbally, physically, or emotionally harming another person or group.
- 3.2. Bullying is generally characterised by:
 - 3.2.1. Repetition: Incidents are not one-offs; they are frequent and happen over a period of time.
 - 3.2.2. Intent: The perpetrator intends to cause verbal, physical or emotional harm, or could reasonably be expected to be aware that their actions will cause verbal, physical or emotional harm, or has a conscious disregard for the likelihood of their actions causing verbal, physical or emotional harm.
 - 3.2.3. Targeting a specific individual or group.

- 3.2.4. Power imbalance: Whether real or perceived, bullying is generally based on unequal power relations.
- 3.3. Many kinds of behaviour can be considered bullying, including but not limited to:
 - 3.3.1. Treating a person unfavourably because of their appearance, religion, ethnicity, gender, sexual orientation, family background, marital status, pregnancy, disability, SEND or for any other prejudicial reason.
 - 3.3.2. Child-on-child abuse
 - 3.3.3. Teasing or name-calling
 - 3.3.4. Physical violence or intimidation
 - 3.3.5. Stealing or damage to property
 - 3.3.6. Cyber bullying, including stalking, hacking, and posting or sending content, which is offensive, indecent, or defamatory.
 - 3.3.7. Emotional bullying, including controlling behaviour and gaslighting.
 - 3.3.8. Making false allegations or defamatory comments
 - 3.3.9. Relational bullying - excluding or isolating an individual, usually through verbal or emotional bullying.
 - 3.3.10. Reinforcing the past or current bullying behaviour of others by repeating behaviour which has previously caused harm.

4. Key roles and responsibilities

- 4.1. The Headteacher is responsible for:
 - 4.1.1. Encouraging the reporting of bullying.
 - 4.1.2. Ensuring that bullying is considered as a possible reason if students are absent from education.
 - 4.1.3. Responding swiftly and effectively to any reported or observed bullying.
 - 4.1.4. Providing a point of escalation for students and parents.
 - 4.1.5. Corresponding and meeting with parents where necessary.
 - 4.1.6. Alerting relevant staff and therapists to any incidents of bullying.
 - 4.1.7. Ensuring anti-bullying education and protective behaviours are consistently included in the curriculum.
 - 4.1.8. Supporting students and parents in correspondence and meetings with other professionals and being mindful of the need to mitigate power imbalances.
 - 4.1.9. Ensuring all reported incidents of bullying are appropriately recorded, including which type of bullying has occurred, to allow for proper analysis.
 - 4.1.10. Analysing the data in the bullying record at least annually to identify trends, so that appropriate measures to tackle them can be implemented.
- 4.2. Staff are responsible for:
 - 4.2.1. Being alert to social dynamics within the student cohort and to potential bullying situations.
 - 4.2.2. Being approachable and sufficiently available for students who wish to report bullying.

- 4.2.3. Providing or arranging follow-up support after bullying incidents and showing sensitivity to those who have been the victims of bullying.
- 4.2.4. Reporting any instances of bullying or suspected bullying to the Headteacher and recording them appropriately.
- 4.3. Parents are responsible for:
 - 4.3.1. Informing their child's key person or the Headteacher if they have any concerns that their child is the victim of bullying or involved in bullying in anyway.
 - 4.3.2. Being watchful of their child's behaviour, attitude and characteristics and informing the relevant staff members of any concerning changes.
 - 4.3.3. Maintaining appropriate confidentiality in relation to other students.
- 4.4. Students are expected to:
 - 4.4.1. Provide a supportive environment and being kind to their peers.
 - 4.4.2. Inform a member of staff if they witness bullying or are a victim of bullying.
 - 4.4.3. Not respond to bullying to making counter-threats or by themselves engaging in bullying behaviour.
- 4.5. All people involved with Wider Ambition are responsible, within their capacity, for being mindful of the impact of their own behaviour on other people and for making reasonable modifications to their behaviour in recognition of the sensitivities and vulnerabilities of others.

5. Criminal offences

- 5.1. Some forms of bullying can be a criminal offence. No part of this policy precludes any person from reporting criminal activity to police.
- 5.2. In the event of Wider Ambition deciding to involve police in relation to bullying, the Headteacher will first contact the student's parents unless it is an emergency or doing so is reasonably expected to present a safeguarding risk.
- 5.3. If the police have been called in an emergency, relevant parents will be informed as soon as possible unless doing so is reasonably expected to present a safeguarding risk.
- 5.4. In the event of police becoming involved in an incident or investigation at Wider Ambition, our staff will endeavour to ensure that the victim, perpetrator, and any witnesses are appropriately supported. This will include ensuring, as far as possible, that police are made aware of students' relevant additional needs, that any interview arrangements are appropriately modified in light of additional needs and that students are accompanied by an adult who they trust.

6. Preventing bullying

- 6.1. All staff make strenuous efforts to build trusting, communicative, honest, and supportive relationships with students which will enable them to discuss any bullying, whether they are victims, perpetrators or have witnessed an incident.
- 6.2. All types of bullying are discussed as part of the curriculum, along with protective behaviours.
- 6.3. Appropriate filtering and monitoring systems are used to reduce the risk of cyber bullying. Staff receive training on online safety, including filtering and monitoring systems, during induction and annually thereafter.
- 6.4. Diversity and respect are promoted and celebrated in all school activities and through the language used and encouraged by staff.
- 6.5. Staff encourage students to engage with each other kindly and cooperatively. Unpleasantness between students, including any 'banter' which could be perceived as unkind or prejudicial, will be addressed in line with the Behaviour Policy, Safeguarding Policy and student profiles.
- 6.6. Staff encourage the development of positive interpersonal skills through discussion, group activities, modelling behaviour and embedding strategies recommended by therapists.
- 6.7. Students are supported to recognise their own emotions and needs and the impact of their behaviour and communication on other people.
- 6.8. Group working arrangements are reviewed, and modified if appropriate, to promote positive interactions and limit the likelihood of unhelpful interactions.
- 6.9. Students are supported to access safe spaces on the premises at any time, to support their emotional regulation.
- 6.10. Students are provided with appropriate equipment and strategies to assist the management of anger and anxiety.
- 6.11. Staff are alert to students exhibiting signs of anxiety and recognise that these may overlap with or disguise signs of bullying or abuse. All staff are mindful of the risk of incorrect assumptions being made about the cause of signs of anxiety.
- 6.12. Following any incidents of bullying among students, staff will remain vigilant to the possibility of repeat occurrences.
- 6.13. Staff who are present with students or parents in meetings are expected to intervene as necessary to encourage mutual respect and to prevent any exploitation of a power imbalance or other institutional bullying.

- 6.14. Nothing in this policy overrides the Safeguarding Policy. Staff must always report safeguarding concerns, including any concern that a student is a risk to another student, in line with the Safeguarding Policy.

7. Responding to reports of bullying

- 7.1. All reported or observed instances of bullying will be taken seriously.
- 7.2. If a child has suffered, or is likely to suffer, significant harm, staff will follow the Safeguarding Policy in conjunction with this policy.
- 7.3. Students' confidentiality will be respected as far as possible to encourage students to feel able to report bullying. Incidents will not be discussed unnecessarily with others; however, staff will ensure that students are aware that some information will need to be shared in onward reporting and in addressing the situation and that safeguarding concerns always override confidentiality.
- 7.4. Parents will be informed if their child has been involved in any serious incident unless safeguarding concerns or other restrictions on information sharing make this inappropriate.
- 7.5. All incidents will be investigated by a member of the senior leadership team, having due regard for any previous occurrences and strategies which have already been implemented.
- 7.6. Any students involved in an incident, either as a victim, perpetrator, or witness, will be provided with a safe opportunity to contribute to the investigation, separately from other students.
- 7.7. Staff will remain mindful of the content of students' EHC Plans and student profiles when completing these investigations and make all appropriate adjustments to allow the students involved to participate fully.
- 7.8. When discussing incidents with students, staff must be careful to avoid leading questions.
- 7.9. Staff will listen carefully to all accounts, being non-confrontational and not attributing blame until the investigation is complete.
- 7.10. All students involved will be reminded that it would be inappropriate to discuss the investigation with other students.
- 7.11. Any member of staff who observes or suspects institutional bullying should report it to the Headteacher, who will follow our Safeguarding and Whistleblowing Policies and raise concerns as appropriate with Wider Ambition HR or, in the case of visiting professionals, with their supervisor or regulatory authority.

8. Addressing bullying

- 8.1. Wider Ambition recognises that behaviour can be a form of communication and a cry for help. We aim to understand the root cause of behaviour and to target any response accordingly.
- 8.2. Wider Ambition's response to any incident will be carefully considered and will take into account, as appropriate, the views of staff and experts involved with the student(s), which may include their parents, the on-site therapeutic team, and professionals from external agencies.
- 8.3. Where the incident involves a member of staff, the views of Wider Ambition HR may be sought.
- 8.4. If the Senior Leadership Team are satisfied that bullying has occurred, appropriate action will be taken to:
 - 8.4.1. Help the perpetrator to understand the impact of their actions.
 - 8.4.2. Facilitate behavioural change in the perpetrator.
 - 8.4.3. Minimise the likelihood of a repeat occurrence.
 - 8.4.4. Provide appropriate support and education about protective behaviours to the victim.
- 8.5. Staff will respond to perpetrators of bullying in line with the Behaviour Policy.
- 8.6. Wider Ambition's response to the incident will be reviewed by the Headteacher, in conjunction with parents and other professionals where appropriate, with the intention of informing any future response should there be a recurrence.
- 8.7. All students involved in the incident(s) will be provided with ongoing support. This may include additional support from the on-site therapeutic team as appropriate.
- 8.8. Where the Headteacher considers that a student needs support beyond that which can be offered by Wider Ambition, they will discuss a potential referral for additional support with the student and parents as appropriate and take any further lawful action which they consider necessary in the student's best interests.
- 8.9. Wider Ambition does not offer places to students who are expected to exhibit behaviour which is likely to have a negative impact on others. Serious or repeated incidents of bullying may result in the perpetrator's placement being ended.

9. Bullying other than at school

- 9.1. Staff will respond appropriately to any reports of students being involved in bullying outside school, including cyber bullying.
- 9.2. Incidents will be investigated, where appropriate, using the same procedure as if the bullying had occurred within a Wider Ambition setting.
- 9.3. Incidents will be discussed with parents and other professionals, where appropriate, in the same way as if the bullying had occurred within a Wider Ambition setting.
- 9.4. The students involved in the incident will be given the same level of support as if the incident had occurred within a Wider Ambition setting, including assistance to recognise their own emotions and those of others, to recognise the impact of their behaviour and to facilitate behavioural change.
- 9.5. Steps will be taken to ensure the victim feels safe in Wider Ambition settings and has opportunities to talk to staff and/or therapists about their experience and any further incidents.
- 9.6. Wider Ambition does not offer places to students who are expected to exhibit behaviour which is likely to have a negative impact on others. In the event of a student engaging in serious or repeated bullying outside the setting which has an impact on another student's ability to attend or learn at a Wider Ambition Setting, this may result in the perpetrator's placement being ended.

Appendix 1 – Bullying Report Form (for use if CPOMS is unavailable)

Personal details	
Name of person reporting incident:	
Name of student(s) being bullied:	
How may we contact you (please circle)?	At school At home
Contact details for person reporting incident:	
Email:	
Telephone:	
Incident details	
What happened?	
Where did the incident take place?	
When did the incident occur?	
Who has been suspected of bullying?	
Did anyone else see the incident?	
According to the victim, how often does the bullying take place?	
According to the victim, how long has the bullying been going on?	