Anti-bullying Policy

Date of Approval: 09/10/2025

Signed: Ruth Minhall

Position: CEO and Head of Centre

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At Tuition Extra we are committed to providing a caring, friendly and safe environment for all of our students so they can learn in a relaxed and secure atmosphere and reach their potential. We know that when children feel safe and secure, they can begin their learning journey with us. We also know that bullying can have a devastating and long-lasting effect on people and is a barrier to learning.

Links with other Tuition Extra policies and practices

This policy should be read alongside the following organisational policies:
- Behaviour Policy
- Equity, Diversity and Inclusion Policy
- Exclusions Policy
- Child Protection and Safeguarding Policy and Procedures
- Adult at Risk Safeguarding and Protection Policy and Procedures
- E-Safety Policy

Links to legislation

There are several pieces of legislation which set out measures and actions for s school/colleges in response to bullying, as well as criminal and civil law. These may include (but are not limited to):
- The Education and Inspection Act 2006, 2011
- The Education Act 2002
- The Education (Independent School Standards) Regulations 2014
- The Equality Act 2010
- The Independent School Standards (England)(Amendment) Regulations 2012
- The Children Act 1989
- Protection from Harassment Act 1997
- The Malicious Communications Act 1988
- Communications Act 2003
- Public Order Act 1986

What Is Bullying?

For the purposes of this document, we have used the definition given by the Department for Education: *'Behaviour by an individual or group, usually repeated over time, which intentionally hurts another individual either physically or emotionally.'* (Preventing and Tackling Bullying, 2017)

The service has a responsibility to respond promptly and effectively to issues of bullying, in line with our behaviour management policy. At Tuition Extra, we know many of our students will have experienced issues such as Attachment, Adverse Childhood Experiences and, as such, may exhibit unwanted behaviours that are deemed as bullying behaviour.

Prevention

Within our community, everyone is committed to providing a safe environment and contributing to a culture of kindness and acceptance. We take a preventative approach to bullying and behaviour management as outlined in our behaviour policy.

Everyone in our community is responsible for reporting signs of bullying and dealing with any incidents fairly, firmly and in a sympathetic manner.

Prevention strategies include:

- staff knowing their students
- staff awareness of issues and barriers to learning
- staff building positive relationships that enable early complaints to be raised
- staff provide stability, a sense of routine to enable students to feel safe
- encourage student accountability for actions that may impact themselves and others
- promote a solution-focused approach to unwanted behaviours and solutions
- ensuring new students feel welcome, secure and safe
- responding to students as young people who are learning

By using the approaches recommended in our whole service THRIVE and a relational research approach, we will avoid any unnecessary labelling of students who may exhibit such behaviours that fall under the types of unwanted behaviours listed below.

Forms of Bullying

Bullying can happen to anyone. This policy covers all forms of bullying, including:

- Bullying related to race, religion or culture
- Bullying related to LDD (learning difficulties or disability)
- Bullying related to appearance or health conditions
- Bullying related to sexual orientation (homophobic, transphobic etc bullying)
- Bullying related to home circumstances
- Sexual, sexist or transphobic bullying
- Cyber bullying related to use of internet, mobile phone messages and social media

If you know someone who is being bullied:

Act
Tell an adult; this could be your tutor, a parent or carer or any adult you trust. You can also use the Senso 'report concern' facility on the portal if you do not feel you can tell anyone.

Patience
Adults will deal with the situation but you may not be aware of it. The service will deal with all incidents swiftly and proportionately involving individuals, parents or carer and if necessary, outside agencies. Adults will support and monitor all those involved. You may not know this is happening so try to be patient - we know bullying is serious and very upsetting.

Trust
Trust that whoever you have reported your concerns to takes them seriously. Everyone has the right to feel safe and respected and we will act in a way that supports this.

Bullying - Signs

Although parents and carers are often the first to see warning signs, prevention of bullying is the responsibility of all members of our community. A child may indicate by signs or behaviour that he or she is being bullied.
Adults should be aware of these possible signs and that they should investigate if a child:

- is frightened of attending planned provision doesn't want to travel on public transport
- changes their usual routine
- Shows signs of service refusal or begins truanting planned provision
- becomes withdrawn anxious, or lacking in confidence
- starts stammering; attempts or threatens suicide or other self-harming behaviour
- feels ill prior to attending planned provision
- begins to do poorly in their academic work
- asks for money or starts stealing money
- has unexplained cuts or bruises
- becomes aggressive, disruptive or unreasonable
- is displaying aggressive or unacceptable behaviour to other children or siblings
- stops eating
- is frightened to say what's wrong; gives improbable excuses for any of the above.

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and will be investigated.

What actions the service will take to bullying:

The following steps may be taken when dealing with all incidents of bullying reported to the service:

- If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who has been approached or witnessed the concern.
- A clear and precise account of bullying incidents will be recorded by the service in accordance with existing procedures on My Concern. This will include recording appropriate details regarding decisions and action taken.
- All action will be non-judgemental, and support given to all involved
- The service will provide appropriate support for the person being bullied – making sure they are not at risk of immediate harm and will involve them in any decision-making, where this is appropriate.
- The service will aim to modify, and use THRIVE practices to support unwanted behaviours
- The head of service/ designated safeguarding lead or another member of leadership staff will interview all parties involved.
- The designated safeguarding lead will be informed of all bullying issues where there are safeguarding concerns.
- The service will inform other staff members, and parents/carers, where appropriate.
- Sanctions (as identified within the service's behaviour policy) and support for individuals will be implemented, in consultation with all parties concerned.
- Work and liaise with members of the community to uphold the anti-bullying policy.
- If necessary, other agencies may be consulted or involved, such as: the police (if a criminal offence has been committed) or other local services including early help or children's social care (if a child is felt to be at risk of significant harm).
- Ensure all students are aware that concerns will be dealt with swiftly and appropriately
- Where the bullying takes place off service site or outside of normal service hours

(including cyberbullying), the service will ensure that the concern is fully investigated. Appropriate action will be taken, including providing support and implementing sanctions in service in accordance with the service's behaviour policy.

- A clear and precise account of the incident will be recorded by the service in accordance with existing procedures. This will include recording appropriate details regarding decisions and action taken.
- A child protection concern will be addressed under the Children Act 1989 if there is 'reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm.'

Supporting students

Students who have been bullied will be supported by:

- Reassuring the student and providing continuous pastoral support.
- Offering an immediate opportunity to discuss the experience with any member of staff of their choice.
- Being advised to keep a record of the bullying as evidence and discuss how to respond to concerns and build resilience as appropriate.
- Working towards restoring self-esteem and confidence.
- Providing ongoing support; this may include: working and speaking with staff offering formal counselling, engaging with parents and carers.
- Where necessary, working with the wider community and local/national
- Organisations to provide further or specialist advice and guidance; this could include support through Early Help or Children Social Work Service, or support through the Children and Young People's Mental Health Service (CYPMHS).

Students who have perpetrated bullying will be supported by:
- Discussing what happened, establishing what may have caused the behaviour, address the need to change responses
- Providing THRIVE support for reparative work around the student's feelings and responses
- Informing parents/carers of the student's behaviour, issues arising from any investigations and actions the service will take moving forward with service behaviour/discipline policy; this may include
- Where necessary, working with the wider community and local/national organisations to provide further or specialist advice and guidance.

Cyber Bullying

Cyberbullying Note: Education providers should ensure they access Childnet's Cyberbullying guidance available from: Childnet — Online safety for young people

When responding to cyberbullying concerns, the provider will:

- Act as soon as an incident has been reported or identified.
- Provide appropriate support for the person who has been cyberbullied and work with the person who has carried out the bullying to ensure that it does not happen again.
- Encourage the person being bullied to keep any evidence (screenshots) of the bullying activity to assist any investigation.

Take all available steps where possible to identify the person responsible. This may include:
- Looking at use of the services systems
- Identifying and interviewing possible witnesses
- Contacting the service provider and the police, if necessary.
- Work with the individuals and online service providers to prevent the incident from spreading and assist in removing offensive or upsetting material from circulation.
- Support reports to a service provider to remove content if those involved are unable to be identified or if those involved refuse to or are unable to delete content.
- Confiscating and searching students' electronic devices, such as mobile phones, in accordance with the law
- Requesting the deletion of locally held content and content posted online if they contravene service behavioural policies.
- Ensure that support is given as outlined within the behaviour policy and if necessary, sanctions are applied to the person responsible for the cyberbullying; the service will take steps to change the attitude and behaviour of the person/people involved, as well as ensuring access to any additional help that they may need using the service's whole-service THRIVE approach.
- Maintain the family/carer involvement to support all concerned
- Inform the police if a criminal offence has been committed.

Provide information to staff and students regarding steps they can take to protect themselves online. This may include:
- advising those targeted not to retaliate or reply
- providing advice on blocking or removing people from contact lists
- helping those involved to think carefully about what private information they may have in the public domain.

Supporting adults

Our service takes measures to prevent and tackle bullying among students; however, it is equally important to recognise that bullying of adults, including staff and parents/carers, whether by students, parents or other staff members, is unacceptable.

The ethos of Tuition Extra is one of community and we practise reparative work with our students and tutors. We know children's behaviours are symptoms of other events or trauma in their lives and we treat each incident as an opportunity to restore and rebuild relationships whilst encouraging students to become accountable for their actions. Adults who have been bullied or affected will be supported by:

Offering an immediate opportunity to discuss the concern with the designated safeguarding lead, a senior member of staff and/or the Head of Service

- Advising them to keep a record of the bullying as evidence and discuss how to respond to concerns and build resilience, as appropriate.
- Where the bullying takes place off service site or outside of normal service hours (including online), the service will still investigate the concern and ensure that appropriate action is taken in accordance with the services' behaviour and discipline policy.
- Reporting offensive or upsetting content and/or accounts to the service provider, where the bullying has occurred online.
- Reassuring and offering appropriate support.
- Working with the wider community and local/national organisations to provide

further or specialist advice and guidance.
- Adults who have perpetrated the bullying will be helped by:
- Discussing what happened with a senior member of staff and/or the Head of Service to establish the concern.
- Stablishing whether a legitimate grievance or concern has been raised and signposting to the service's official complaints procedures.
- If online, requesting that content be removed instigating disciplinary, civil or legal action as appropriate or required.

Note: Specific guidance is available for leaders regarding dealing with complaints made on social networking sites. This policy is based on DfE guidance 'Preventing and Tackling Bullying' July 2017 and supporting documents. It also considers the DfE statutory guidance 'Keeping Children Safe in Education' and 'Sexual violence and sexual harassment between children in services and colleges' guidance.

https://www.gov.uk/government/publications/keeping-children-safe-in-education--2

https://www.kelsi.org.uk/child-protection-and-safeguarding/e-safety

Useful links and supporting organisations :

Anti-Bullying Alliance: https://anti-bullyingalliance.org.uk/

Childline: https://www.childline.org.uk/

Family Lives:: https://www.familylives.org.uk/

Kidscape: https://www.familylives.org.uk/

MindEd: https://www.minded.org.uk/

NSPCC: https://www.minded.org.uk/

The BIG Award: https://www.bullyinginterventiongroup.org/

PSHE Association: https://www.bullyinginterventiongroup.org/

Restorative Justice Council: https://restorativejustice.org.uk/

The Diana Award: https://diana-award.org.uk/

Victim Support: https://www.victimsupport.org.uk/

Young Minds: https://www.youngminds.org.uk/

Young Carers: https://carers.org/about-caring/about-young-carers

SEND

Changing Faces: https://www.changingfaces.org.uk/

Mencap: https://www.mencap.org.uk/

DfE: SEND code of practice: https://www.gov.uk/government/publications/send-code-of-practice-0-to-25

Cyberbullying

Childnet: https://www.childnet.com

Internet Watch Foundation: https://www.iwf.org.uk

Think U Know: https://www.thinkuknow.co.uk

UK Safer Internet Centre: https://www.saferinternet.org.uk

The UK Council for Child Internet Safety (UKCCIS)

https://www.gov.uk/government/groups/uk-council-for-child-internet-safety-ukccis

DfE 'Cyberbullying: advice for headteacher/principals and school/college staff':

https://www.gov.uk/government/publications/preventing-and-tackling-bullying

DfE 'Advice for parents and carers on cyberbullying':

https://www.gov.uk/government/publications/preventing-and-tackling-bullying

Race, religion and nationality

Anne Frank Trust: https://www.annefrank.org.uk

Kick it Out: https://www.kickitout.org/take-action/resources

Report it: https://www.report-it.org.uk

Stop Hate: https://www.stophateuk.org

Tell Mama: https://www.tellmamauk.org

Educate against Hate: https://www.educateagainsthate.com

Show Racism the Red Card: https://www.theredcard.org/

LGBT

Barnardo's LGBT Hub: https://www.barnardos.org.uk/what_we_do/our_work/lgbtq.htm

Metro Charity: https://www.metrocentreonline.org

EACH: https://www.eachaction.org.uk

Proud Trust: https://www.theproudtrust.org

School/colleges Out: https://www.schools-out.org.uk

Sexual harassment and sexual bullying

Ending Violence Against Women and Girls (EVAW)
https://www.endviolenceagainstwomen.org.uk

Disrespect No Body: https://www.gov.uk/government/publications/disrespect-nobody

campaign-posters

Anti-bullying Alliance: advice for school/college staff and professionals about developing effective anti-bullying practice in relation to sexual bullying:

https://antibullyingalliance.org.uk/tools-information/all-about-bullying/sexual-and-sexist-bullying

Note: Additional links can be found in 'Preventing and Tackling Bullying' (July 2017)

https://www.gov.uk/government/publications/preventing-and-tackling-bullying

DfE research into anti-bullying practices:

https://www.gov.uk/government/publications/approaches-to-preventing-and-tackling-bullying