ANTI-BULLYING POLICY

Status: Statutory

Member of Staff Responsible: Principal

Related Policies:

- Behaviour Policy
- Child Protection and Safeguarding Policy
- Online Safeguarding Policy
- Health and Safety Policy
- Equal Opportunities Policy – Students
- RSE and Health Education Policy

Implementation date: September 2016

Reviewed date: September 2026

Next review date: September 2027

Introduction

The Sheffield UTC Academy Trust promotes the safeguarding and welfare of students in its care and fully supports the principles of equal opportunities for all. This policy has been developed in line with legal requirements and statutory guidance, including Preventing and Tackling Bullying (DfE, 2017), Keeping Children Safe in Education 2026, Behaviour in Schools (DfE, 2024), Working Together to Safeguard Children (2026), the Equality Act 2010, the Children Act 1989 and 2004, the Education and Inspections Act 2006, the Online Safety Act 2023, and the Sexual Violence and Sexual Harassment between Children in Schools and Colleges guidance (DfE).

The UTC has a duty under the Equality Act 2010 not to discriminate against students on the basis of a protected characteristic, including disability. Where bullying relates to, or may relate to, a student's special educational need or disability, staff will consider whether reasonable adjustments or additional support are needed, in line with the UTC's SEND duties and the Behaviour Policy.

The UTC does not tolerate bullying in any form

The UTC is committed to providing a caring, friendly and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. The UTC has a responsibility to respond promptly and effectively to issues of bullying. By its nature, bullying is contrary to these values and is unacceptable at the UTC. If bullying does occur, all students should be able to tell and know that incidents will be dealt with promptly and effectively. We strive to be a Telling College, which means that anyone who knows that bullying is happening is expected to tell staff. The UTC utilises and promotes both in-person disclosures and reporting by email using *speakup@utcderby.org.uk*, which alerts the student support team and SLT, and any disclosure that raises a safeguarding concern will also be referred immediately to the Designated Safeguarding Lead in line with the Safeguarding and Child Protection Policy.

Aims and Objectives

This policy aims to:

- provide clear direction to staff and others about responsibilities with regard to anti-bullying
- make explicit the UTC's commitment to the development of good practice and sound procedures

Definitions

What is Bullying?

Bullying is defined as behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally.
Bullying can be:

- Emotional – being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical – pushing, kicking, hitting, punching or any use of violence

- Bullying related to a protected characteristic – including race, religion or belief, sex, sexual orientation, gender reassignment, disability or SEND (racist, sexist, homophobic, biphobic and transphobic bullying is treated with equal seriousness)
- Sexual – unwanted physical contact or sexually abusive comments
- Verbal – name-calling, sarcasm, spreading rumours, teasing
- Cyberbullying – bullying carried out via mobile phones, social media, messaging apps, online gaming or email, including the sharing of images or video without consent. In line with KCSIE 2026 terminology, this includes the non-consensual creation or sharing of nudes and semi-nudes, including AI-generated or digitally altered images ("deepfakes"), which will always be treated as a safeguarding matter and referred to the Designated Safeguarding Lead
- Misuse of associated technology, e.g. camera and video facilities

Principles

The UTC will:

Ensure that all students are aware of their rights and responsibilities and know how to seek support. The Personal and Social Health Education Programme in the UTC will include the theme of bullying, strategies to cope for students and explore the concepts of rights and responsibilities. The Anti-bullying policy statement will be displayed around the UTC and on the UTC's website (Appendix 1).

Encourage students to work well and develop good relationships with one another and to offer each other mutual support. The UTC will establish a team of Student Peer Mentors through the Student Voice Board, who will be trained so that any student with a bullying problem can, as part of their options, seek initial advice and support.

Ensure that students behave in a respectful and positive way towards one another. Teachers will maintain firm, fair and assertive discipline in the classroom and share responsibility for ensuring good behaviour in all areas of the UTC. They will be supported by an agreed and consistently applied Behaviour Policy. Good behaviour is expected from all students, particularly sensitive and helpful behaviour. We will also do our utmost to ensure the safety and well-being of our students on their journeys to and from the UTC.

Encourage students to talk about problems they may have and about the problems of other students as well. Students will be encouraged to say NO to bullying. They will know and understand what bullying means and the consequences of such actions. Students will be encouraged to be active, not passive.

Encourage parents/carers to contact the UTC about any problems they know or suspect their child may be having. The UTC will assure parents/carers that all incidents will be taken seriously and investigated, and they will be kept informed. Appendix 2 contains the "Guidelines for Parents/Carers" sheet on what to do if their child has a problem. This will be displayed on the website.

Apply fair and consistent sanctions to those who offend against the rights of others. The UTC will have a system of dealing with bullying that seeks to empower the victim and is appropriate to the severity of the problem (see Behaviour Policy). Violent behaviour will not be tolerated from anyone and students involved can expect serious consequences including a meeting with their parent or carer. As is clear in the UTC's Equal Opportunities Policy -

Students, we consider harassment relating to a protected characteristic especially serious, as it violates the rights not only of individuals but also of groups of students within the UTC.

Support vulnerable students. The UTC will proactively work to identify and support students who are part of vulnerable groups, i.e. those with protected characteristics that may be susceptible to bullying; these groups include students with special educational needs and/or disabilities, minority ethnic groups, and lesbian, gay, bisexual, transgender and questioning (LGBTQ+) students.

Support the staff of the UTC. The staff will receive training, guidance and support to ensure they are alert to signs of bullying (see Appendix 4) and be equipped with suitable strategies to respond appropriately. Many incidents of bullying occur around the premises, at break time and lunchtime, and it is important that staff are alert to the difficulties some students may face.

Provide a pastoral structure suitable for monitoring and following up incidents of bullying. Procedures for dealing with bullying are detailed in Appendix 3. Every student has a Tutor and there is regular contact time available with the Tutor if the need arises. The pastoral team will seek to address the needs of both the victims and those displaying bullying behaviour.

Bullying and Harassment of Staff

The UTC also recognises its duties under the DfE's new non-statutory guidance, Preventing and Tackling the Bullying and Harassment of School Staff (2026). Bullying or harassment of staff, whether by students, parents/carers, colleagues or other visitors, will not be tolerated. Staff who experience or witness such behaviour should report it to their line manager or a member of SLT, who will follow the UTC's staff code of conduct and, where relevant, safeguarding and behaviour procedures.

Roles and Responsibilities

Governors

The governors of the UTC will:

- Ensure the UTC has an anti-bullying policy
- Ensure that the policy is available to parent/carers
- Ensure that policies and procedures are reviewed regularly

Principal

The Principal will:

- Ensure the policy adopted by the governors of the UTC is fully implemented and followed by the whole UTC community
- Ensure effective implementation of the policy
- Organise appropriate staff training and awareness raising sessions
- Monitor, review and evaluate the effectiveness of the policy according to the timescale for the review
- Report to governors on request

The SLT Link

The SLT Link will:

- Co-ordinate the procedures for dealing with bullying issues
- Oversee the investigation of all reports of bullying
- Ensure all new staff are informed of the procedure
- Ensure that all students are fully aware of the contents of the anti-bullying policy
- Ensure that opportunities exist both around the UTC and within the PSHE programme to promote a positive, supportive and secure environment which gives students a sense of being respected and valued
- Ensure that all incidents of bullying are recorded
- Ensure that any incident of bullying which raises a safeguarding concern, including peer-on-peer abuse, is referred to the Designated Safeguarding Lead without delay, in line with the Child Protection and Safeguarding Policy

All Staff

All staff at the UTC will:

- Ensure they are fully conversant with the anti-bullying policy and appendices
- Ensure that any suspected incidents of bullying are reported
- Ensure that all incidents of bullying are recorded

Students

All students at the UTC will:

- Be prepared to express their views on policy and procedure through the Student Voice Board
- Subscribe to the anti-bullying policy
- Support the Student Anti-Bullying Committee in raising awareness activities
- Report bullying using the procedures in place

Monitoring, Evaluation and Review

All reports of bullying will be recorded on the UTC's management information system (MIS/ClassCharts). This data will be used to:

- Manage individual cases effectively
- Monitor and evaluate the effectiveness of strategies
- Celebrate the anti-bullying work of the UTC
- Demonstrate defensible decision making in the event of complaints being made
- Engage and inform multi-agency teams as necessary
- Provide monitoring reports to students via the Student Voice Board
- Report to governors in order for them to evaluate the anti-bullying work of the UTC
- Inform the evidence presented in the UTC's chosen form of self-evaluation

This policy will be monitored regularly to assess its implementation and effectiveness. The designated member of staff responsible will provide an annual report to the Governing Body and interim reports on request.

The policy will be reviewed by the Governing Body as per the published policy review cycle.

Appendix 1

The UTC: Anti-Bullying Statement

- We do not accept bullying in any form

Remember your rights

As a member of the UTC you have the right:

- to live your life in peace and safety
- to get on with your work
- to be an individual and be proud of being different
- not to be bullied
- to say “no” firmly to anything you think is wrong
- to protect yourself by ignoring others and simply walking away
- to TELL a member of staff if someone is making you unhappy or report via email using *speakup@utcderby.org.uk*

Remember your responsibilities

The UTC expects you:

- not to put up with any form of bullying
- to help to stop others bullying
- not to be afraid to report bullying in any form - you will be supported
- not to keep secrets about bullying – it might suggest you are supporting the person doing the bullying
- not to put up with bullying within your group of friends
- to support other students who are bullied

Appendix 2

Guidelines for Parents and Carers

The UTC will not tolerate bullying in any form or at any level and takes all allegations of bullying concerns seriously. The UTC has a responsibility to respond promptly and effectively to issues of bullying. These guidelines are issued to help parent/carers support their children and the UTC in providing a caring, friendly and safe environment where students can learn in a relaxed and secure atmosphere.

At the UTC, parent/carers are expected to:

- Be aware that supporting a student's awareness of bullying is a shared responsibility
- Take their child's concerns seriously
- Let the UTC know of these concerns as appropriate
- Support key messages being given to students where appropriate
- Attend meetings and contribute in a positive way to actions aimed at solving any problems, including taking part in consultations about the policy

If your child raises a concern about bullying relating to their attendance at the UTC, or if you are concerned that your child may be the victim of bullying, you should:

- Talk to your child, saying that you are concerned and want to help and support them
- Take what they say seriously
- Make a written record of the facts of incidents, as this makes it easier for the UTC to investigate
- Contact the Learning Manager to discuss your concerns and, if necessary, arrange a meeting
- Reassure your child that you are working with the UTC to help resolve the situation

If you learn that your child has been bullying another student:

- Try to stay calm
- Find out what your child has been doing
- Find out if they have done this before
- Talk to the Learning Manager at the UTC to look at ways that you can help the child to change their behaviour, including whether any external agencies can help
- Support the UTC in resolving the situation and helping

Appendix 3

Procedures for Dealing with Bullying

- Procedures for dealing with bullying are in line with those specified in the Behaviour Policy
- All bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly
- When an incident of bullying is suspected, witnessed or disclosed it should be recorded on the bullying report and passed to the Learning Manager
- There will be an initial talk with both the student who has been bullied and the student displaying bullying behaviour, recognising that a 'no-blame' approach is most useful and that the label 'bully' is extremely emotive
- If the incident is deemed severe enough, the detail of the discussions will be recorded and both parties will sign the form; this will be forwarded to the SLT Link who will decide upon the appropriate disciplinary action to be taken
- Parents/carers will be informed where appropriate
- In serious cases parent/carers will be asked to attend a meeting to discuss the problem
- If necessary and appropriate, the police will be consulted
- Students who have been bullied will be supported through a variety of strategies, e.g. ongoing meetings, referral to the appropriate Learning Manager, counselling
- Those who engage in bullying will be offered support to change their behaviour through a variety of strategies, e.g. referral to a counsellor, ongoing meetings, anger management
- After the incident(s) have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place

Potential Outcomes

The UTC's priority will always be to stop the bullying.

The UTC will deal with each incident in what is considered to be the most appropriate manner and within the procedures of the Behaviour Policy:

- Managed discussions between the student who has been bullied and the student displaying bullying behaviour
- Implementation of any stage of the consequences process for improving behaviour
- Exclusion from certain areas of the UTC or certain times of day

Appendix 4

Signs and Symptoms

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and should investigate if a child:

- is frightened of walking to or from the UTC
- doesn't want to go on the school/public bus
- begs to be driven to the UTC
- changes their usual routine
- is unwilling to go to the UTC (school phobic)
- begins to truant
- becomes withdrawn, anxious, or lacking in confidence
- starts stammering
- attempts or threatens suicide or runs away
- cries themselves to sleep at night or has nightmares
- feels ill in the morning
- comes home with clothes torn or books damaged
- has possessions which are damaged or “go missing”
- asks for money or starts stealing money (to pay the bully)
- has dinner or other monies continually “lost”
- has unexplained cuts or bruises
- comes home starving (money/lunch has been taken)
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- is frightened to say what's wrong
- gives improbable excuses for any of the above
- is afraid to use the internet or mobile phone
- is nervous and jumpy when a message is received on a device

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

Appendix 5

UTC – Bullying Incident Report Form

Student's name:	**Year Group**:	**Tutor Group**:

Person reporting:	**Date**:

Nature of bullying:	**Place of incident**:
Physical Verbal Technological Emotional Discriminatory	

Date of incident:	**Time of incident:**

Details of incident:

Action taken and by whom:
Outcome: Additional follow up required: Yes / No