22 – Anti Bullying Policy

Date ratified: 7th October 2026

Date policy to be reviewed: September 2027

Committee responsible for policy: The Board

Geraldine Kelly — Chair of The Board

Review No.	Date	Summary of Changes	Reviewer

Aims

This policy adheres to the principles of The Ridge Employability College's Safeguarding policy. Our responsibilities in regard to anti-bullying are:

Creating the right ethos for the college that ensures it is an inclusive environment:

- Ensure regular review of anti-bullying policy and practice including analysis of data collected.
- Ensure the college is promoting equality for its whole community.

The Head of College

- To determine, publicise and ensure implementation of the college's measures on behaviour support on anti-bullying.
- To consider what adjustments may be needed to policy and practice in this area.
- Ensure that the whole college is promoting equality and inclusion.
- To ensure the anti-bullying behaviour policy is kept up to date.

The Senior Leadership Team (SLT) and Head of College

- To deliver and organise any necessary training for staff to ensure they understand and implement the anti-bullying policy.
- Keep up to date on bullying related data from the college's incident reports including through CPOMs and plan appropriate interventions either at an individual or whole college level.
- Promote anti-bullying week and anti-bullying work in general. Ensure the curriculum covers anti-bullying.
- Work with families so that they are aware of the college's policy/practice and specific circumstances if they arise.
- To act as a port of call to advise staff on any bullying related matter
- To work with learners on work relating to anti-bullying
- To liaise with external agencies as necessary in partnership to support anti-bullying strategies.
- To ensure bullying is factored into any analysis of learner behaviour.

The Designated Safeguarding Lead

- Ensure that behavioural recording systems (CPOMS) record any instances of bullying.

All College Staff

- To be constantly monitoring learners for bullying-related behaviour and follow the correct procedure where evidence points towards bullying taking place.
- To be constantly modelling high standards of behaviour and to have high expectations for all the learners.
- To report any instances of bullying on CPOMs

Learner Voice

There are a number of ways that learners can communicate to express their feelings and thoughts. These include learner feedback forms and/or meetings, Education Health Care Plans, everyday communication with College staff and small group consultation. College staff should be constantly vigilant for signs that a learner may be subject to bullying behaviour expressed either through a learner voice or from signs such as distress, change in mood, injury and change in behavioural norms. Claims or expressions of bullying made by learners will be taken seriously.

Reporting Process

In the event that bullying behaviours are reported or observed; the member of staff who has that information should report it via CPOMS for follow up action. SLT should then investigate to determine the facts behind any arising issue. In the event that bullying is taking place, there are two paths to follow;

Any bullying behaviours should be written up on CPOMS

Where the issue is complex or not easily resolved SLT should, as appropriate, seek further advice from the Head of College.

Follow up actions should be devised, recorded and aimed at addressing bullying behaviours.

In the event that bullying behaviour is not successfully changed or prevented; and that agreed strategies do not show indications of working then the matter should be referred to SLT. It is expected, through behaviour support systems, that the Head of College would be kept informed of bullying-related issues.

In the event that there is a victim of bullying behaviour staff should assess for any levels of distress and as appropriate take positive action to ensure the learner feels safe in the short term.

Working With Families

Close work with families is an essential part of work at the college. Bullying is one of the most potentially sensitive areas of home/college life.

For individual matters relating to bullying, advice should be sought from SLT on how to proceed. Efforts should be made to conduct conversations sensitively, bringing family members into College where necessary. Informing and working with families whose learner was the victim of bullying should follow standard reporting procedure for involvement in an incident, ensuring a record is kept of any phone call. Learners who are receiving additional behaviour support because they are perpetrating bullying behaviour should be subject to joint working with their parents to ensure all parties understand the approach being taken.

Parents/carers have a responsibility to let the college know if their young person is being bullied and work with the college to resolve any issues arising from an incident the young person is anxious about. If as a parent/carer you are concerned about your young person being bullied, you should;

- Contact the college immediately and ask to speak to a member of SLT. If you are told that they are unavailable, please ask to speak to the Head of College. If none are available please leave a message asking for a call back from either a member of SLT or the Head of College.

This policy links to:

Behaviour Policy

Learner Disciplinary Policy