**GreenShark Media & Training**

**Anti-Bullying Policy**

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**This policy provides details of the core principles which underpin the organisation’s approach to managing all types of bullying behaviour.**

GREENSHARK MEDIA & TRAINING is clear that all students deserve to learn in a welcoming, non-threatening environment free from intimidation, physical threats, and mental abuse. GREENSHARK MEDIA & TRAINING is therefore committed to providing an environment in which all students are able to prosper without feeling in any way intimidated by the behaviour of others.

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1. **Introduction**

GREENSHARK MEDIA & TRAINING Anti-Bullying policy is based on the Department of Education (DfE) guidance “Preventing and Tackling Bullying” July 2017. It also takes into account the DfE statutory guidance “Keeping Children Safe in Education” 2018.

We believe that no student deserves to suffer the pain and indignity that bullying can cause and recognise the negative impact bullying has on the educational experiences and wider development of students.

GREENSHARK MEDIA & TRAINING recognises that students are bullied for a variety of reasons – and for no reason.   It is among the top concerns that parents/carers have about their children’s safety and well-being, it is also a top concern of children and young people themselves.

Bullying makes the lives of its victims a misery: it undermines their confidence and self-esteem and destroys their sense of security.

Staff recognise that relationships amongst our student group can be very complicated and that many have been victims of physical, sexual, and/or emotionally bullying.  Research indicates that frequently the bullied becomes the bully.

Inappropriate relationships have the potential to be damaging to the emotional, physical and psychological health, and educational development of individuals.  Bullying can be direct or indirect and can take many forms – exclusion from the group can be as devastating for a student with a sensitive temperament, as a physical assault can be against another.

Discrimination at any level is unacceptable; staff at GREENSHARK MEDIA & TRAINING will therefore challenge all forms of bullying including racial harassment and that related to sexual orientation.

GREENSHARK MEDIA & TRAINING ensures effective supervision of students; however, we recognise that it is impossible to prevent bullying by supervision alone. Emphasis is therefore also placed on creating an ethos in which bullying is unacceptable and openly discussed.  Consistent support and encouragement ensure students feel confident that their concerns will be taken seriously and will be dealt with in a calm and fair manner.

We also want parents/carers to feel confident that their children are safe and cared for whilst working with GREENSHARK MEDIA & TRAINING and that incidents when they do arise, are dealt with promptly and effectively.

In acknowledgement of our legal duty to prevent bullying, our policy will identify procedures designed to bring to the attention of staff, students, and parent/carers a clear system of effective response, monitoring and evaluation.

1. **Aims and principles for the Anti-Bullying Policy**

This policy outlines what GREENSHARK MEDIA & TRAINING will do to prevent and tackle all forms of bullying and has been adopted with the involvement of each and every individual working directly/indirectly with GREENSHARK MEDIA & TRAINING and the ethos of Anti-Bullying embedded throughout every area of GREENSHARK MEDIA & TRAINING.

* To ensure that all staff and volunteers have an understanding of the definition of bullying.
* To ensure that all members of staff and volunteers are aware of the contents of the anti-bullying policy.
* To ensure that all parents/carers and prospective parents/carers are aware that the policy is available on our website – [www.bestfootforward.uk](http://www.bestfootforward.uk)
* To ensure that all students know what to do when bullying occurs.

This policy links with a number of other GREENSHARK MEDIA & TRAINING policies, practices and action plans including but not necessarily limited to:

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| Behaviour Management policy | Equal Opportunities |
| Complaints policy | Online Safety and Acceptable Use Policies (AUPs)   |
| Safeguarding and child protection policies   | Curriculum Policies such as PSHE and ICT |
| Confidentiality policy | Mobile phones and social media policies |

1. **Roles and Responsibilities**

It is the responsibility of Company CEOs (Andrew Russell and Bethany Russell) to communicate this policy to the wider GREENSHARK MEDIA & TRAINING community, to ensure that disciplinary measures are applied fairly, consistently, and reasonably and that a CEO has been identified to take overall responsibility – within GREENSHARK MEDIA & TRAINING Andrew Russell maintains overall responsibility, however, Bethany Russell will take a major role in monitoring and reviewing this policy.

▪ All GREENSHARK MEDIA & TRAINING staff/volunteers to support, uphold and implement this policy accordingly.

▪ Parents/carers to support their children and work in partnership with BEST FOOT FOWARD

▪ Students to abide by the policy.

Staff have a responsibility to:

• Maintain an ethos in which students accept/recognise that bullying is unacceptable

• Help students acquire the knowledge, skills and values that contribute to the development of non-bullying behaviour.

Students are encouraged to:

• Tell a member of staff what is happening

• Allow the bullied student to join in with activities, in order that no student is deliberately left out

• Tell the perpetrator to stop what they are doing and to show that they disapprove of their actions, e.g. by not smiling or laughing when someone is being bullied.

1. **Definition of bullying**

 ▪ Bullying is “behaviour by an individual or a group, repeated over time that intentionally hurts another individual either physically or emotionally”. (DfE, 2017)

▪ Bullying can include: name-calling, taunting, mocking, making offensive comments; kicking; hitting; taking belongings; producing offensive graffiti; gossiping; excluding people from groups and spreading hurtful and untruthful rumours.

 ▪ This includes the same unacceptable behaviours expressed online, sometimes called online or cyberbullying. This can include: sending offensive, upsetting, and inappropriate messages by phone, text, instant messenger, through gaming, websites, social media sites and apps, and sending offensive or degrading photos or videos.

▪ Bullying can be a form of child-on-child abuse or sibling abuse and can be emotionally abusive; it can cause severe and adverse effects on children’s emotional development.

1. **Links to legislation**

There are a number of pieces of legislation which set out measures and actions for educational settings in response to bullying, as well as criminal and civil law. These may include (but are not limited to):

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| The Education and Inspection Act 2006, 2011   | Protection from Harassment Act 1997   |
| The Equality Act 2010   | The Malicious Communications Act 1988  |
| The Children Act 1989   | Public Order Act 1986 |
| The Education (Independent School Standards) Regulations 2014   | The Computer Misuse Act 1990 |

1. **The GREENSHARK MEDIA & TRAINING Philosophy**

GREENSHARK MEDIA & TRAINING recognises that bullying, especially if left unaddressed, can have a devastating effect on individuals; it can create a barrier to learning and have serious consequences for mental wellbeing. By effectively preventing and tackling bullying, we can help to create a safe, disciplined environment, where students are able to learn and fulfil their potential.

As a mentoring organisation, we will:

▪ Monitor and review our anti-bullying policy and practice on a regular basis.

▪ Support staff/volunteers to promote positive relationships, to help prevent bullying.

▪ Recognise that some members of our community may be more vulnerable to bullying and its impact than others; being aware of this will help us to develop effective strategies to prevent bullying from happening and provide appropriate support if required.

▪ Intervene by identifying and tackling bullying behaviour appropriately and promptly.

▪ Ensure our students are aware that bullying concerns will be dealt with sensitively and effectively; that everyone should feel safe to learn and abide by the anti-bullying policy.

▪ Require all members of the community to work with us to uphold the anti-bullying policy.

▪ Report back to parents/carers regarding concerns on bullying, dealing promptly with complaints.

▪ Seek to learn from good anti-bullying practise elsewhere.

▪ Utilise support from the Local Authority and other relevant organisations when appropriate.

1. **Use of the Curriculum**

GREENSHARK MEDIA & TRAINING provides a character curriculum, which promotes social and emotional learning and development.  Within this framework, staff raise awareness of the nature of bullying.  Attention is drawn to the anti-bullying policy by challenging attitudes, in an attempt to develop an increased understanding of the effect of bullying behaviour, and to promote a clearer understanding of how students can constructively manage their relationships with others.

Through the character curriculum, students will explore issues such as

▪ What is bullying?

▪ What causes people to bully each other?

▪ How does it feel to be bullied or to bully?

▪ What are the effects of bullying behaviour on bullied students, on students who bully others, and on bystanders?

▪ What would our school/society be like if bullying behaviour was acceptable?

▪ Why should we try not to bully each other?

▪ What can we do to stop bullying?

▪ What moral dilemmas do we face when we are confronted with bullying behaviour?

1. **Responding to bullying**

The following steps may be taken when dealing with incidents of bullying reported to GREENSHARK MEDIA & TRAINING:

▪ 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.

▪ GREENSHARK MEDIA & TRAINING staff 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, as appropriate.

▪ The designated safeguarding lead (Bethany Russell) or designated safeguarding lead assistant will interview all parties involved.

▪ The designated safeguarding lead or designated safeguarding lead assistant will be informed of all bullying issues where there are safeguarding concerns.

▪ GREENSHARK MEDIA & TRAINING will inform other staff members, and parents/ carers, where appropriate.

▪ Consequences and support for individuals will be implemented, in consultation with all parties concerned.

▪ 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 schools, early help or children’s social care (if a child is felt to be at risk of significant harm).

▪ Where the bullying takes place in the community or outside of normal school hours (including cyberbullying), GREENSHARK MEDIA & TRAINING will ensure that the concern is fully investigated. Appropriate action will be taken, including providing support and implementing sanctions in accordance with the GREENSHARK MEDIA & TRAINING Behaviour Support policy.

 ▪ A clear and precise account of the incident will be recorded by GREENSHARK MEDIA & TRAINING This will include recording appropriate details regarding decisions and actions taken.

1. **Cyberbullying**

When responding to cyberbullying concerns, GREENSHARK MEDIA & TRAINING 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 (such as 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 the use of GREENSHARK MEDIA & TRAINING’s 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. This may include:  Reporting to the service provider any material that needs removing 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.  (Note: We will ensure we access the Childnet Cyberbullying guidance to ensure that our powers are used proportionately and lawfully) requesting the deletion of locally-held content and content posted online if they contravene GREENSHARK MEDIA & TRAINING’s behavioural policies.

▪ Ensure that consequences are applied to the person responsible for the cyberbullying; GREENSHARK MEDIA & TRAINING will take steps to change the attitude and behaviour of the bully, as well as ensure access to any additional help that they may need.

▪ 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.

1. **Homophobic Bullying**

Homophobic bullying is that which is motivated by a prejudice against LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, Queer) people.  Homophobic bullying can be experienced by anyone, regardless of their sexual orientation.

In addition to following Anti-bullying procedures, we will also promote the following:

▪ Prevention is the first step in our strategy to remove homophobic bullying.

▪ We will ensure that students are aware that homophobic language will not be tolerated during sessions

▪ All incidents of homophobic language will be dealt with appropriately, ensuring that students are aware of the effects such language has on people.

 ▪ If a student makes persistent remarks their parents/carers will be contacted immediately. In the event of the problem continuing, the parents/carers will be invited to a meeting to discuss the issue in more detail and to consider possible consequences.

1. **Racist Bullying (Bullying around Race, Religion and Culture)**

The term Racist Bullying refers to a range of hurtful behaviours, both physical and psychological, that makes a person feel unwelcome, marginalised, excluded, powerless or worthless because of their colour, ethnicity, culture, faith, community, national origin or national status.

In addition to following our Anti-Bullying Procedures, we will also ensure:

• GREENSHARK MEDIA & TRAINING works hard to ensure that prevention is the first step in our strategy to remove racist bullying. Our character curriculum plays a crucial role in this aspect of our strategy, providing information in order for students to fully understand the consequences of such language and behaviour.

• That students are aware that racist bullying will not be tolerated during sessions, and the effects such language has on people

• All incidents of racist bullying will be recorded and dealt with appropriately.

• If a student makes persistent comments, parents/carers will be contacted immediately and if necessary, invited to a meeting to discuss the incident.

GREENSHARK MEDIA & TRAINING may deem it necessary to contact the police depending on the severity of the situation. GREENSHARK MEDIA & TRAINING is duty-bound to document all racist incidents.

1. **Supporting students**

Students who have been bullied will be supported by:

▪ Being heard

▪ Reassuring the student and providing continuous support.

▪ Offering an immediate opportunity to discuss the experience with key workers, the designated safeguarding lead, or a 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, and 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 Specialist Children’s Services, or support through Child and Adolescent Mental Health Services (CAMHS).

Students who have perpetrated the bullying will be helped by:

• Discussing what happened, establishing the concern and the need to change.

▪ Informing parents/carers to help change the attitude and behaviour of the child.

▪ Providing appropriate education and support regarding their behaviour or actions.

 ▪ If online, requesting that content be removed and reporting accounts/content to the service provider.

▪ Sanctioning, in line with GREENSHARK MEDIA & TRAINING Behaviour Management policy; this may include official warnings, detentions, removal of privileges (including online access when encountering cyberbullying concerns), and fixed-term or permanent exclusions.

▪ Where necessary, working with the wider community and local/national organisations to provide further or specialist advice and guidance; this may include involvement from the Police or referrals to Early Help, Specialist Children’s Services, or Child and Adolescent Mental Health Services (CAMHS) as appropriate.

1. **Supporting Adults**

GREENSHARK MEDIA & TRAINING will take measures to prevent and tackle bullying among students; however, it is equally important to recognise that bullying of staff and parents/carers, whether by students, parents/carers or other staff members, is unacceptable.

Adults (staff and parents) who have been bullied or affected will be supported by:

▪ Offering an immediate opportunity to discuss the concern with either one of the Company CEOs or the designated safeguarding lead (Bethany Russell).

▪ 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 in the community or outside of normal school hours (including online), GREENSHARK MEDIA & TRAINING will still investigate the concern and ensure that appropriate action is taken in accordance with GREENSHARK MEDIA & TRAINING Behaviour Management 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 (staff and parents/carers) who have perpetrated the bullying will be helped by:

▪ Discussing what happened with either one of the CEOs to establish the concern.

▪ Establishing whether a legitimate grievance or concern has been raised and signposting to GREENSHARK MEDIA & TRAINING’s official complaints procedures.

▪ If online, requesting that content be removed.

▪ Instigating disciplinary, civil or legal action as appropriate or required.

1. **Preventing Bullying**

GREENSHARK MEDIA & TRAINING acknowledges that an efficient and effective organisation is the key factor in reducing bullying and potential conflict. Staff/volunteers have corporate responsibility for initiating and participating in enrichment/group-based activities, and for ensuring the whereabouts of all students at all times.  This involves:

▪ Effective supervision at all times, with staff moving around the students, talking with students and anticipating potential difficulties

▪ Suspected problems being addressed quietly and promptly – details to be forwarded to the Designated Safeguarding Lead (Bethany Russell)

The GREENSHARK MEDIA & TRAINING community will:

▪ Create and support an inclusive environment which promotes a culture of mutual respect, consideration and care for others, which will be upheld by all.

▪  Recognise that bullying can be perpetrated or experienced by any member of the community, including adults and students (peer on peer abuse/sibling abuse).

▪ Openly discuss differences between people that could motivate bullying, such as religion, ethnicity, disability, gender, sexuality or appearance-related difference. Also, children with different family situations, such as looking after children or those with caring responsibilities.  ▪ Challenge practice and language which does not uphold the values of tolerance, non-discrimination and respect towards others.

▪ Be encouraged to use technology, especially mobile phones and social media positively and responsibly.

▪ Work with staff, the wider community and outside agencies to prevent and tackle concerns including all forms of prejudice-driven bullying.

▪ Actively create or take to “safe spaces” for vulnerable students.

▪ Celebrate success and achievements to promote and build a positive mentoring ethos.

Policy and Support

GREENSHARK MEDIA & TRAINING will:

▪ Provide a range of approaches for students, staff/volunteers and parents/carers to access support and report concerns.

▪ Regularly update and evaluate our practice to take into account the developments of technology and provide up-to-date advice and education to all members of the community regarding positive online behaviour.

▪ Take appropriate, proportionate and reasonable action, in line with existing GREENSHARK MEDIA & TRAINING policies, for any bullying brought to GREENSHARK MEDIA & TRAINING’s attention, which involves or affects students, even when they are not in session; for example, when using transport or online, etc.

▪ Implement appropriate disciplinary sanctions; the consequences of bullying will reflect the seriousness of the incident so that others see that bullying is unacceptable.

▪ Use a variety of techniques to resolve the issues between those who bully, and those who have been bullied.

Involvement of students

GREENSHARK MEDIA & TRAINING will:

▪ Involve students in policy writing and decision making at an appropriate level, to ensure that they understand the GREENSHARK MEDIA & TRAINING approach and are clear about the part they have to play to prevent bullying.

▪ Regularly canvas students’ views on the extent and nature of bullying.

▪ Ensure that all students know how to express worries and anxieties about bullying.

▪ Ensure that all students are aware of the range of consequences which may be applied against those engaging in bullying.

▪ Publicise the details of internal support, as well as external helplines and websites.

▪ Offer support to students who have been bullied and to those who are bullying others in order to address the problems they have.

1. **Involving Parents and Carers**

We recognise that the success of the GREENSHARK MEDIA & TRAINING Anti-Bullying Policy depends on the development of a whole organisational approach to positive and productive partnerships between parents/carers and students.  This is based on a framework of honesty, openness and trust.

Any reports of bullying received from parents/carers will be forwarded to the Designated Safeguarding Lead (Bethany Russell) who will:

▪ Ask for details and record information

▪ Follow up with staff to ensure appropriate action has been taken and that the GREENSHARK MEDIA & TRAINING anti-bullying policy has been implemented

▪ Arrange a mutually convenient date to meet with parents/carer to explain actions and to find out if the bullying has stopped.

GREENSHARK MEDIA & TRAINING recognises that it is more effective to involve parents/carers constructively at an early stage rather than as a last resort.  The parents/carers of the alleged bully will be invited to a meeting to discuss behaviour using a problem-solving approach.

GREENSHARK MEDIA & TRAINING will:

▪ Take steps to involve parents and carers in developing policies and procedures, to ensure they are aware that GREENSHARK MEDIA & TRAINING does not tolerate any form of bullying.

▪ Make sure that key information about bullying (including policies and named points of contact) is available to parents/carers in a variety of formats.

▪ Ensure all parents/carers know who to contact if they are worried about bullying and where to access independent advice.

▪ Work with all parents/carers and the local community to address issues beyond session time that give rise to bullying.

▪ Ensure that parents/carers work with GREENSHARK MEDIA & TRAINING to role-model positive behaviour for students, both on and offline.

▪ Ensure all parents/carers know about our complaints procedure and how to use it effectively, to raise concerns in an appropriate manner.

16. Monitoring and review - putting policy into practice

▪ GREENSHARK MEDIA & TRAINING will ensure that we regularly monitor and evaluate mechanisms to ensure that the policy is being consistently applied.

 ▪ Any issues identified will be incorporated into GREENSHARK MEDIA & TRAINING action planning.

▪ Staff/volunteers will be informed of bullying concerns, and report to the Designated Safeguarding Lead on a regular basis to detail incidents of bullying, including outcomes.

17. Complaints about this policy

If parents/guardians are dissatisfied with any aspect of the GREENSHARK MEDIA & TRAINING Anti-Bullying policy, they are encouraged to communicate this to the GREENSHARK MEDIA & TRAINING Management in the first instance.