



Anti-Bullying Policy

The aim of the anti-bullying policy is to ensure that My Life Legacy remains a supportive, caring and safe environment without fear of being bullied. Bullying classifies as anti-social behaviour and affects everyone regardless of age; it is unacceptable and will not be tolerated.

My Life Legacy is a place for everyone, a place of community and positivity – we can only achieve this when all acts of bullying are taken out of the equation. It is each person(s) responsibility to prevent bullying by being supportive and caring towards each other, if you feel that bullying is taking place you must report this to a member of staff or the Safeguarding Lead.

My Life is an extensively diverse and inclusive community. We recognise that within education in particular those with SEND are at risk of bullying in educational environments and experience greater rates of victimisation than non-SEND pupils.

My Life Legacy operates without prejudice. *

Because of this we at My Life (*not exclusive, or limited, to My Life Learning and education*):

- Have an increased awareness of the impact of bullying related to pupils with SEND and continue to promote the importance of a positive environment at all times.
- Ensure that all Service Users understand the effect of language and behaviour.
- Work towards all people(s) feeling safe, valued and respected irrespective of their SEND
- Encourage language and behavior that supports diversity and inclusion and challenges stereotypes.

Bullying is defined as deliberately hurtful behaviour, repeated over a period of time, where it is difficult for those being subjected to defend themselves.

The three main types of bullying are:

- Physical (hitting, kicking, theft)
- Verbal (name calling, racist remarks)
- Indirect (spreading rumours, excluding someone from social groups, cyber bullying).

My Life recognises that bullying that is motivated by prejudice is a particular concern, for example racist, sexist and homophobic bullying and bullying related to perceptions about disability and/or special educational needs.



All support at My Life will be provided with appropriate training in equality and diversity, so that they are equipped to tackle these issues on a wider scale as well as in relation to bullying. Further details of our commitment to this can be found in our Equal opportunities Policy.

People who are being bullied may show changes in behaviour, such as becoming shy and nervous, feigning illness, taking unusual absences or clinging to adult/authoritarians. There may be evidence of changes in, and not limited to, work patterns, lacking concentration or not attending sessions.

Our teaching and support staff must be alert at all times to the signs of bullying and act promptly and firmly against them in accordance with school policy.

**Where there are no legal obligations for predetermination, dependent on the situation.*

Promotion of this policy

The policy and methods for reporting bullying concerns will be promoted throughout the charity, for example in information packs for new starters and staff and through regular awareness raising activities with existing attendees and their families.

Implementation

The following steps may be taken when dealing with incidents:

- If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who has been approached
- A clear account of the incident will be recorded and given to the SEND or Day opportunities Lead (or designated member of staff linked to the group)
- The Lead (or designated member of staff) will interview all concerned and will record the incident
- Tutors/facilitators will be kept informed and if it persists the tutor will advise the appropriate staff members.
- Parents and/or guardians will be kept informed

People who have been bullied will be supported by:



- Offering an immediate opportunity to discuss the experience with a member of staff of their choice
- Providing reassurance that the bullying will be addressed
- Offering continuous support
- Restoring self-esteem and confidence
- The use of specialist and/or referrals to other agencies e.g. educational psychology, where appropriate

People who have bullied will be helped by:

- discussing what happened
- discovering why the pupil became involved, and finding the root cause of the issue
- establishing the wrongdoing and need to change
- informing parents/guardians support to help change the attitude of the person.

The following disciplinary steps can be taken:

- Official warnings to cease offending (including negative referral)
- Exclusion from certain areas of premises
- Minor fixed-term exclusion
- Permanent exclusion and/or possible legal action Parents
- Within the personal development agenda My Life will raise the awareness of the nature of bullying through inclusion in subject areas, as appropriate, in an attempt to eradicate such behaviour.
- Most concerns about bullying will be resolved through discussion between home and My Life. However, where a party feels their concerns have not been resolved, they are encouraged to use the formal complaints procedure.
- Where a person is involved in bullying others outside of My Life, e.g. in the street or through the use of the internet at home, parents/guardians/carers support will be asked to work with My Life in addressing the person's behavior.
- Referral of the family to external support agencies will be made where appropriate

Prevention

The My Life uses a wide range of strategies to tackle the issue of bullying. These include:

- Personal, Social, Health which teaches and identifies different types of teasing and bullying; how to deal with and respond to bullying and ask for help; the effects of bullying and how to challenge it assertively; and to take the initiative in giving and receiving support.



- My Life approach to have open honest discussions at any point the subject is broached.
- Improving the environment which enables the site to reduce bullying, by not leaving any attendees isolated.
- Modeling of positive relationships and communication is key to My Life positive climate of behaviour which plays an important role in reducing bullying.
- Lunchtime is managed by the My Life team who are all trained in preventing and responding to bullying when it occurs.

My Life will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and in effect throughout all My Life Legacy sites. Referrals will also be monitored on a regular basis by the operations team.

Anti-bullying awareness and training is part of our training framework, and is provided by the local authority safeguarding teams for both Children, Young people and Adult