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## IPSWICH COMMUNITY MEDIA

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## **Policy Statement**

Ipswich Community Media is completely opposed to bullying and will not tolerate it. It is entirely contrary to the values and principles we work and live by. All staff, learners and partners of ICM have a right to work and learn in a secure, safe and caring environment. We all have a responsibility to contribute in whatever way we can, to the protection and maintenance of such an environment.

## **Policy Aim**

We promote the highest standard of safeguarding practice in all our activities with children, young or vulnerable people. We will adhere rigorously to this policy and will ensure all complaints of bullying are dealt with expedience and high importance. This policy should be read in conjunction with our Safeguarding, PREVENT and e-Safety Policies as well as our Student Handbook.

## **Lead and location representatives for Safeguarding**

The responsibility of managing can be both demanding and challenging, we have therefore appointed the Safeguarding Lead at senior managerial level and have a team of locational representatives who are available when we are operational.

### **Our lead is:**

Name: Bruce Macgregor  
Contact details: 07881 958011  
Email: [bruce@ipswichcm.org.uk](mailto:bruce@ipswichcm.org.uk)

### **Our deputies for Safeguarding are:**

In the case of any urgent matter and arising while Bruce cannot be contacted then contact either Alicia Durbin Deputy Safeguarding (Children & Young People) Tel 01473 852551 Email: [alicia@ipswichcm.org.uk](mailto:alicia@ipswichcm.org.uk) or Linda Vines Deputy Safeguarding (Vulnerable Adults) on 07883 567031 Email: [lvines@ipswichcm.org.uk](mailto:lvines@ipswichcm.org.uk)

Their role is to oversee and ensure that our policy is fully implemented. This includes ensuring they and all staff receive information and protection training as appropriate. The location representatives should be available to support or cover for the nominated lead. This policy will be made available to all adults,

children, young people and parents/carers through the student handbook, enrolment, Induction and at reviews.

## **Definition of bullying**

Bullying is an act of aggression, causing embarrassment, pain or discomfort to someone. It can take a number of forms: physical, verbal, making gestures, extortion and exclusion. It is an abuse of power. It can be planned and organised, or it may be unintentional. It may be perpetrated by individuals or by groups of people.

## **Forms of Bullying**

- Physical violence such as hitting, pushing or spitting at another person
- Interfering with others property, by stealing, hiding or damaging it
- Using offensive names and language whilst communicating with another person
- Teasing or spreading rumours about another person or their family
- Belittling another persons abilities or achievements
- Writing offensive notes or graffiti about another person
- Excluding someone from a group activity
- Ridiculing another persons appearance or their speech or mannerisms
- Misusing technology to hurt or humiliate another person ( see ICM's e-safety policy)

## **Code of Conduct**

We expect everyone in our organisation to agree and sign up to our code of conduct:

We expect our staff to:

- Foster in our learners self esteem, self respect and respect for others
- Demonstrate by example the high standards of personal and social behaviour we expect from our pupils.
- Ensure all learners through induction and training are aware of the importance of reporting incidents of bullying.
- Be alert to signs of distress and other possible indications of bullying.
- Listen to learners who feel they have been bullied, take what they say seriously and act to support and protect them.
- Report suspected cases of bullying to the Safeguarding Lead/representative
- Deal with any reported or observed instances of bullying promptly and effectively, in accordance with agreed procedures.

We expect our learners to:

- Refrain from becoming involved in any kind of bullying, even at the risk of incurring temporary unpopularity.
- Intervene to protect a learner who is being bullied unless it is unsafe to do so.
- Report to a member of staff any witnessed or suspected instances of bullying, to dispel any climate of secrecy and help prevent further instances.
- If a learner feels they are being bullied they should not suffer in silence, but have the courage to speak out, to put an end to their own suffering and that of future potential targets.

We expect Parents/Carers to:

- Watch for signs of distress or unusual behaviour which might be evidence of bullying.
- Advise the young person to report any bullying to staff and explain the implications of allowing bullying to continue unchecked both for themselves and others.
- Advise the young person not to retaliate violently to bullying
- Be sympathetic and supportive towards the young person
- Keep a written record and report any incidences of bullying
- Cooperate with ICM if their child is accused of bullying so that an investigation can be performed to ascertain the truth. Support ICM staff to comply with the Behaviour Policy to ensure bullying is dealt with effectively.

Everyone should work together to combat and hopefully in time, to eradicate bullying.




## **Preventative measures**

- Mentors in the workplace
- Learning Support Assistants for High Needs Learners
- Pastoral support for learners
- Classroom Management
- Possible sanctions
- Safeguarding Policies

## Procedure for dealing with incidents of bullying

- Record incident on safeguarding referral form and send a copy to safeguarding lead
- Relevant Manager to investigate the incident and update the referral form. Send the updated form to the Safeguarding Lead for recording and monitoring
- Call a meeting of all concerned parties and apply sanctions if appropriate
- In some incidences it may be necessary to contact relevant professionals e.g. Police, Social Workers or Mental Health team. This is only to be done after discussion with relevant Manager/Safeguarding Lead

This policy will be reviewed annually.

Date approved or amended	Signed
10/3/16	
11/3/17	
12/3/18	
11/3/19	