



Oxfordshire Motor Project (TRAX)

ANTI-BULLYING POLICY 2022/2023

Review Management

Initiated	Who	Action
05/10/2022	Trustees, CEO, COO and DSL Leads	Signed off and load onto ARBOR
08/10/2022 ongoing, planned completion 21/11/2022	COO and DSL Leads	Load onto ARBOR
The first week in November 2022	COO and DSL Leads	Staff refresh training first week of November
Throughout November planned completion	Lead Trustee CEO, COO and DSL	Review and validate- test for information and access
Early December OCC Visit		Invite OC to test and review Sign off as lead charity compliance process (Replace activity section)
April 2023	Trustees, CEO, COO and DSL Leads	Review and update policy

Introduction

OXFORDSHIRE MOTOR PROJECT (TRAX) believe that every child has the right to a safe and secure environment in which to learn and achieve their potential. This policy outlines our strategies for dealing with bullying. This policy will provide advice, guidance, and support to staff, parents, pupils, and trustees in all matters relating to bullying in our school.

Aims

- To provide a safe and secure environment for all our students
- To always encourage respect for the individual, celebrating the differences between us
- To prevent bullying behaviour
- To protect the victim and support the bully by ensuring that bullying stops

Definition

Bullying is the intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another.

Positive Action

- Awareness of bullying is covered in our work with students through:
- Student Induction paper
- Youth Work sessions
- Working with the outside agencies
- Curriculum work in the classroom
- Circle Time in the classroom
- One-to-one and group discussions
- Dealing with situations promptly
- A restorative approach to dealing with problems and conflict with a focus on repairing any harm that may have been done.

In the classroom, consideration is given to:

- Room layout
- Availability of resources
- Guidelines for classroom behavior, consistent with those set out in Oxfordshire Motor Project (TRAX) Behaviour Policy
- Consideration of the pupil's voice is crucial in agreeing to and maintaining rules and routines
- Use of positive reinforcement and rewards using the school reward scheme (House points)
- Use of Youth Work sessions where students discuss problems and possible resolutions
- Developing our pupils' self-esteem so they feel confident to speak up for themselves.
- Monitoring and addressing inappropriate behaviour

- Flexible learning practices, taking account of different learning styles
- Co-operative rather than competitive practices
- Promotion of independent learning

Out of the classroom, consideration is given to:

- Positive promotion of restorative principles to encourage all to respect themselves as well as others
- Encouraging students to choose appropriate free association activities and providing break time activities daily
- Providing an alternative safe space
- Careful supervision of all areas, particularly during taxi arrivals and departures, break times, and lunch times ensuring opportunities to bully are minimized
- Adults providing positive role models

Identifying bullying

Pupils often do not report bullying when it happens to them. It is, therefore, very important for all adults to be alert to some factors that might indicate that bullying has taken place or is occurring. (See safeguarding policy)

These include:

- Sudden changes to patterns of absence.
- Unexplained changes in a pupil's personality e.g., a normally outgoing pupil becoming sullen, withdrawn, or aggressive.
- Passive acceptance of inappropriate behavior and/or language.
- Possessions go missing or work is defaced.
- A decrease in pupil progress and levels of achievement which are not easily explained.
- A pupil who stops participating in favourite activities.
- A pupil who takes a long time eating his/her lunch and unwillingness to go out at lunchtime.
- Pupils who stay close to members of staff during lunchtime when this has not been the case previously.

Please refer to the safeguarding policy for a full review of what is included in bullying.

This list is not exhaustive, and nor is it always complete evidence that bullying is taking place. Staff should use their professional judgment when deciding to take matters further.

Types of bullying

There are various types of bullying that we need to be aware of. Some of these are:

- Non-verbal gestures which are meant to threaten and intimidate.
- Verbal bullying e.g., name calling and teasing. This can be racial, personal, or cultural and often causes deep distress.
- Physical bullying which is sometimes dismissed as playing.
- Making demands on another pupil for money or other items e.g., calculators, pens etc.
- Excluding pupils from games and other activities e.g., sending friends "to Coventry" or other kinds of isolation
- Cyber-bullying: email, social network sites, and mobile phone messaging to spread rumors or make malicious comments

Procedures for dealing with bullying

Guidelines for staff

General procedures for dealing with bullying will follow these principles:

1. They make sure that pupils know they are ready to listen and are ready to provide immediate support. They remain calm and make it clear that the incident will be investigated. There will always be a member of staff available to give time to a student requiring support. All incidents of bullying are followed up with a meeting.
2. Incidents are investigated. Every incident is investigated as soon as possible, by way of a restorative inquiry. All those involved are interviewed individually to avoid intimidation and to produce an accurate report. All incidents are reported to the Director and Student Administration Manager and recorded on the relevant incident sheet and Student Daily Log.
3. Records are kept. Records and incidents of bullying are kept in the form of bullying logs by the Student Administration Manager and reported to the Referrer.
4. There is a response. Following a restorative inquiry: a) To the person doing the bullying – they will be spoken to regarding the seriousness and widespread effects of their behavior. They will be given an opportunity to take part in a Restorative Meeting to gain an understanding of the impact of their behaviour, accept responsibility for their actions, and to work on finding solutions to repairing the damage that they have done. Referrers and Parents/Carers will be involved, if appropriate, and strategies to help the pupils behave more appropriately in the future will be put in place and followed up. b) To the person being bullied – they will be assured that the situation is being dealt with. They will also be given strategies to help deal with the situation and an opportunity to take part in a Restorative Meeting, as appropriate. c) Staff will emphasise that the pupil is right to tell an adult in school if they are having a problem with another pupil.
5. Review and follow up. This will be carried out as appropriate to the situation. As in our Behaviour Policy, praise and encouragement will always be given to the student's individual efforts to improve their behaviour.
6. All concerned are made aware of and helped to deal with the causes of bullying as well as the consequences of bullying. There is always a reason behind why a person makes a choice to bully another. Part of dealing with an incident of this nature must include support for the pupil engaged in the bullying, ensuring they are given opportunities to talk about how they are feeling and why they feel they may be behaving in this way, as well as supporting the victim.

Guidelines for Pupils

If you are being bullied here are some things, you might want to try.

1. Most important of all is to tell someone you trust as soon as possible.
2. Get together with some friends and say something like 'Can't you hear me telling you to go away?' This is not easy, and you may need to practice it first.
3. If possible, avoid being alone in those places where you are more likely to be bullied.
4. Practice walking quickly and confidently.
5. Keep telling yourself that it is not your fault and you do not deserve it.

Guidelines for Parents

If you are concerned that your child is being bullied the following may help.

1. In the first instance parents should contact Oxfordshire Motor Project (TRAX) and relay relevant information and or seek a call-back as appropriate.
2. Encourage your child to talk about it but be patient.
3. Stay calm.
4. Try not to dwell on sensitive issues.
5. Reassure them that you understand and will support them.
6. Discuss with your child the kinds of things that he/she would like to happen now.

Please note

If the bullying is violent and constitutes an assault, then other measures may need to be taken and pupils should be warned that this will be the case. This may include contact with the police who may initiate further action.