Anti-Bullying Policy

Objectives
We are a learning community promoting the Islamic values of mutual trust, care and respect. Islamic Tutorial Centre is committed to providing a caring, friendly, safe and secure environment for all of our students so they can learn in a relaxed and secure atmosphere, without any worry. Bullying is unacceptable at our institution. We do all we can to prevent it, by developing an ethos in which bullying is regarded as unacceptable. We aim to make all those connected with the ITC aware of our opposition to bullying, and we make clear each person’s responsibilities with regard to preventing bullying in our Centre. If bullying does occur, all students should be able to tell and know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell the staff. All adult members of ITC should be vigilant to recognise where bullying is taking place, and deal with it thoroughly and with sensitivity.

What is bullying?
Bullying is deliberately hurtful behaviour repeated over a period of time. Ofsted defines bullying as aggressive or insulting behaviour by an individual or group, often repeated over a period of time that intentionally hurts or harms. It is difficult for victims to defend themselves against it.

Bullying is action taken by one or more student with the deliberate intention of hurting another student. However, students are taught how to avoid hurtful behaviour, even where there is no intention of bullying.

Bullying can include:
- Name calling
- Malicious gossip
- Teasing
- Intimidation
- Ostracizing
- Theft
- Damaging someone’s property
- Violence and assault
- Jostling, pinching, punching and kicking
- Extortion
- Repeated unreasonable deadlines or tasks.
- Threats, including demands for money.
- An attack by rumour, gossip, innuendo or ridicule on any individual’s reputation.
- Abuse contained with text, emails, social networking sites e.g. club penguin, Moshi monsters etc.

This list is not intended to limit the definition of bullying to those mentioned above.

Symptoms of bullying
Early signs that a student is being bullied could be:
- The student becoming withdrawn
- A deterioration in the student’s work
- Erratic attendance or spurious illness
- Persistently arriving late at school
- General unhappiness or anxiety
- The student wanting to remain with adults
- Sudden outbursts not in common with the student’s normal behaviour
Physical symptoms could include headaches, stomach aches, fainting, fits, vomiting or hyperventilation. Victims can become depressed and this can continue into their adult lives.

They can want to take their own lives.

**Policy performance**
- What is acceptable behaviour?
- The range of disciplinary sanctions
- A system of rewards for good behaviour

**Curricular approaches to bullying**
In dealing with bullying we aim to:
- Raise awareness about bullying and the institutions anti-bullying policy
- Increase understanding for victims
- Teach pupils about their relationships with others

**Strategies to combat bullying**
We aim to include the following in our teaching:
- Befriending
- Circle of friends
- Support groups
- Mediation by adults
- Mediation by peers
- Assertiveness training groups
- Social Skills groups

**Befriending**
Befriending involves assigning selected pupil volunteers to be with and befriend pupils who are being bullied or having difficulties because they are new to the Centre or upset by an event outside, e.g. a family bereavement.

The objective is to give the befriended pupil someone to talk to and to help them feel more positive about themselves.

**Circle of Friends**
A small number of pupils volunteer to form a circle of friends for a vulnerable pupil to help improve the pupil’s level of inclusion and acceptance and to increase insight into his or her feelings and behaviour.

**Support Groups**
The support group for a bullied pupil includes those involved in the bullying. The aim is to get the bully to identify with the victim and then to help resolve the problem.

**Mediation by adults**
Members of staff can help establish ground rules between pupils who are being bullied and the pupils who are doing the bullying to help them co-exist in school.

**Assertiveness training groups**
From time to time the Director of the Centre will provide Assertiveness Training for Groups. This can cover:
- Making assertive statements
Resisting manipulation and threats
Dealing with name calling
Staying claim in difficult situations
Escaping safely from physical restraint
Getting help from onlookers
Boosting self esteem

**Formal Action**

If pupils do not respond to preventative strategies to combat bullying, we will take formal action to stop bullying behaviour. These sanctions are in line with the Centre discipline policy.

- Removal from the group
- Withdrawal from privileges
- Parental Involvement
- Internal exclusion
- Fixed period exclusion
- Cancellation of ITC Registration and removal from the overall course

In the case of provable, persistent and violent bullying we will normally seek to permanently exclude the bully.

**Dealing with bullying incidents**

In dealing with bullying incidents, we will observe five key points.

- We will not ignore bullying.
- Staff should not make premature assumptions.
- All accounts of the incidents should be listened to fairly and appropriately recorded as evidence of events.
- We will make every effort to adopt a problem-solving approach which encourages pupils to find solutions rather than simply justify themselves.
- We will follow up to check bullying has not resumed.

**Records**

The school will keep records of all incidents and the school’s response. This will initially be when a student is put on ‘report card’ and the Director of Studies must be informed to log in appropriate files.

**Advice to bullied pupils**

We will tell our student not to suffer in silence. This will be reinforced through the teaching sessions where the Centre ethos will be highlighted. During a bullying incident, pupils will be advised to:

- Try to stay calm and look as confident as they can
- Be firm and clear and look the bully in the eye and tell them to stop
- Get away from the situation as quickly as they can
- Tell an adult what has happened straight away

After they have been bullied, pupils should:

- Tell a tutor or other adult at the Centre
- Tell their family
- Take a friend with them if they are scared to tell an adult by themselves
• Not blame themselves for what has happened when they talk to an adult about the bullying, pupils should be clear about:
  • What has happened to them?
  • How often it has happened?
  • Who was involved?
  • Where it happened?
  • Who saw what happened?
  • What they have done about it already?

The role of the Director of Studies
The Director of Studies supports all staff in preventing bullying in our Centre. Incidents of bullying are taken very seriously and dealt with appropriately. The Director of Studies monitors bullying and reviews the Centre policy regularly. The Director of Studies keeps records as required.

The Director of Studies implements the Centre’s anti-bullying strategy and ensures that staff are aware of the policy and know how to deal with bullying.

The Director of Studies ensures that all students know that bullying is wrong and that it is unacceptable. The Director of Studies may use means available during the times of the sessions to discuss with students about why this behaviour is wrong, and why sanctions are necessary. The Director of Studies ensures that staff receive sufficient training to deal with bullying. The Director of Studies sets the Centre’s climate of mutual support and praise for success, so making bullying less likely. When students feel they are important and belong to a friendly and welcoming institution, bullying is less likely.

The Role of the Tutor
All forms of bullying will be taken seriously and the respective class Tutor(s) will need to be informed immediately so they can keep their own records and record it in the bullying incident folder kept in the school office and support the student immediately.

The Tutor will intervene and prevent any further incidents occurring by supporting the student and speaking to the bully/bullies. If a student is being bullied over a period of time, then after consultation with the Director of Studies, the Tutor will informs the student’s parents. Tutors attempt to support all students in their sessions and to establish a climate of trust and respect for all. By praising, rewarding and celebrating the success of all students, we aim to prevent incidents of bullying.

Tutors are encouraged to use opportunities within the curriculum to inform pupils about ways of preventing bullying. The Centre will ensure it is up to date with any new guidance or information issued by the Department for Education and promote anti-bullying messages through the sessions students attend at ITC. If Tutors become aware of any bullying taking place between members of a class, they are to deal with the issue immediately. This may involve counselling and support for the victim of the bullying, and punishment for the students who has carried out the bullying. The Tutor will spend time talking to the student who has bullied: explain why the action of the student was wrong, and endeavour to help the students change their behaviour in future. If a student is repeatedly involved in bullying other students, they inform the Director of Studies and through the Director parents of the bullying student will also be notified. Parents will be invited to the Centre to discuss the situation. In more extreme cases, for example where these initial discussions have proven ineffective, the Director of Studies may contact external support agencies such as the social services.

The role of parents
Bullying is everyone’s problem. All staff, pupils and parents should be aware that bullying exists and share a commitment to combat it and to make the Centre and the session times a happier place for everyone. When, after discussion, we confirm a student has been bullying we will contact the parents to discuss the issues. We will ask parents to

- Talk to the student and explain that bullying is wrong and makes others unhappy
- Show the student how to join in with others without bullying
- Make an appointment to see the student’s Tutor as soon as possible, and explain the problem and discuss how the Centre and the parents together can stop the bullying
- Give the students lots of praise and encouragement when they are being kind and considerate to others.

From this sanctions and outline plans will be agreed. We will follow up the bullying students’ behaviour and further bullying will result in exclusion. We will ask parents to contact the Centre if they suspect the student is being bullied.

Parents of a bullied student should:

- Talk to the student calmly about it and reassure the student that telling them about it was the right thing to do
- Make a note of what the student says
- Explain that the student should report any further incidents to the Tutor or other member of staff straight away
- Make an appointment to see the student’s Tutor as soon as possible

**Monitoring and review**

This policy is monitored on a monthly basis by the Director of Studies. This anti-bullying policy is the Director of Studies’ responsibility and its effectiveness is annually evaluated to assess its suitability for the Centre. This policy will be reviewed in accordance with the Centre’s review cycle, or earlier if necessary.

**Date of issue:** 01/07/2015

**Date of review:** 30th June 2016

**Signed…………STJ RAZVI…………..**

**Date……….20th August 2016**

**Director of Studies:**