

ANTI-BULLYING & ANTI-HARASSMENT POLICY

September 2025

Policy Review

This policy will be reviewed in full by the Directors on an annual basis unless circumstances require policy update in the interim.

The policy was last reviewed and agreed by the Directors on 01.09.2025.

It is due for review on 01.09.2026 (up to 12 months from the above date).

Signature (CEO):



Date: 01.09.2025

Signature (COO):



Date: 01.09.2025

Version Control

Version	Date	Changes
V1	04.09.2023	Original document
V2	01.09.2024	Terminology and layout update
V3	01.09.2025	Layout update

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1. Statement of Intent

At Edit Education bullying and harassment in any form will not be tolerated. We aim to remove barriers to learning, provide a safe, caring, nurturing environment. Our work specifically targets social, emotional, and behavioural skills and educational progress. Thus, at our provision students with educational and social challenges can develop the skills and character necessary to achieve their potential both academically, personally, and socially.

This will enable them to access appropriate education, work, or post statutory education studies successfully. We believe education is the shared responsibility of the student, home, provision & community to work with them to help them live a full and enjoyable life.

We will, when we think it is necessary, use external agencies both to support children who have been the subject of bullying, and to work with the perpetrator to change their behaviour.

2. Aims

- To create an ethos in which bullying/harassment are unacceptable by all members of the provision community.
- To identify and deal effectively with incidents of bullying/harassment across our provision.
- To make sure that students know what to do and who they can turn to if they think they are being bullied, or if they know someone else is being bullied.
- To make sure that where we are told about bullying, that we deal with it fairly, sympathetically, firmly and promptly.

3. Objectives

- To ensure all stakeholders have access to the provision anti-bullying and anti-harassment policy.
- To maintain and develop effective listening systems for students and staff within the provision.
- To involve all staff in dealing with incidents of bullying/harassment effectively and promptly.
- To equip all staff with the skills necessary to deal with bullying/harassment.
- To communicate with parents and other stakeholders effectively about bullying/harassment.
- To ensure that all incidents of bullying/harassment are recorded, and appropriate use is made of the information and where appropriate shared with relevant organisations.

4. Definitions

Bullying is any behaviour that is deliberately intended to hurt, threaten, or frighten another person or group of people. It is usually unprovoked, persistent and can continue for a long period of time. It always reflects an abuse of power and is usually premeditated.

Bullying behaviour can include:

- Emotional – name calling, being unfriendly, excluding, tormenting (hiding books, threatening gestures), being forced to do something against their will, being forced to hand over money.
- Verbal – teasing, name calling, spreading rumours.
- Physical – hitting, pushing, pinching, kicking or any use of violence.
- Theft – personal possessions taken, e.g., bag or mobile phone.
- Cyber – receiving abusive texts, e mails, abuse via social networking sites, misuse of associated technology, e.g., camera, video.
- Religious – being attacked in any way due to religion.
- Racist – racial taunts, graffiti, gestures
- Sexual – unwanted physical contact or sexually abusive comments
- Homophobic – any form of attack because of sexuality or perceived sexuality of the victim
- Harassment is defined as any kind of unreasonable behaviour which alarms, distresses, or torments someone else.

5. Procedures

- When a bullying incident is identified it is important to make a record of who is involved, what happened and how it was followed up.
- All incidents of bullying to be brought to the attention of a senior member of staff and communicated to all Edit Education staff.
- All incidents to be dealt with as soon as possible.
- Parents/carers and host school to be informed by letter/phone call (see Appendix 1 – letter)
- Appropriate action will be taken and recorded, and the victim informed.
- Support for the victim to be provided if necessary.

6. Code of Conduct

We recognise that all adults in the provision are in effect role models for the students. The way in which we behave towards each other and to students is particularly important in terms of providing positive role models.

Therefore, all adults must:

- show respect for every student and other colleagues within the provision community.
- be aware of vulnerable students.
- criticise the behaviour rather than the student
- avoid favouritism.
- be seen to be fair.
- avoid labelling.
- have high expectations of students.
- never give students ammunition to use against each other.
- actively seek to develop a praise culture within the provision.

Young people also have a responsibility to role model appropriate behaviour for their peers. We therefore believe that all students must:

- show respect for their fellow students and adults working within the provision
- support and be sensitive to others when they may be feeling vulnerable
- actively seek to develop a praise culture within the provision.
- actively support the Edit Education anti-bullying policy
- take responsibility for their own behaviour.

7. How to get more information

The best way to get more information is to speak to a member of staff at Edit Education. They will take your concerns seriously and do their best to help.

8. Help Organisations

List of useful websites for students, parents, and teachers:

<https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/bullying-and-cyberbullying/>

<https://www.gov.uk/bullying-at-school/reporting-bullying>

www.kidscape.org.uk

<http://www.familylives.org.uk>

<https://anti-bullyingalliance.org.uk>

<https://www.bbc.co.uk/bitesize/articles/zyb43j6>

<https://www.nationalbullyinghelpline.co.uk/children.html>

9. Complaints Procedure

Any complaints should be reported directly to the CEO. Complaints can be made via telephone, visit or in writing.

10. Relevant Policies

Other Edit Education policies that cross reference with this one are:

- Behaviour and Discipline Policy
- Health & Safety Policy
- Safeguarding and Child Protection Policy and guidance
- Confidentiality policy
- Equality policy
- e-Safety policy

11. Monitoring, Evaluation and Review of Policy.

It is the responsibility of the CEO to oversee and organise the monitoring and evaluation of this policy, in the context of the overall provision plans for monitoring.

Appendix 1: Example Letter

(Letter sent following incident of bullying behaviour)

Date

Dear *(insert name of parent/carer)*

Unacceptable behaviour relating to issues of bullying and harassment.

I have spoken to *(insert student's name)* about his/her unacceptable behaviour relating to a bullying incident at Edit Education. I also feel that it is vital that you also talk to him/her at home about the unacceptable nature of this type of behaviour.

Although I do not intend to take any further action at this stage, I have explained to *(insert student's name)* that any further incidents of a similar nature will be dealt with as a very serious matter and may result in a fixed term exclusion, permanent exclusion, or referral to the police.

I enclose a copy of Edit Education's Anti-Bullying and Anti-Harassment Policy, but please do not hesitate to contact me if you wish to discuss the matter further.

Many thanks for your co-operation.

Yours sincerely,

(insert position here)