



ANTI BULLYING POLICY

November 2019

STATEMENT

Pro Corda 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 members of Pro Corda's community have a right to work in a secure and caring environment. They also have a responsibility to contribute, in whatever way they can, to the protection and maintenance of such an environment.

PRINCIPLES

- Students have a right to learn free from intimidation and fear.
- The needs of the victim are paramount.
- Pro Corda will not tolerate bullying behaviour.
- Bullied pupils will be listened to.
- Reported incidents will be taken seriously and thoroughly investigated.

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 students.

FORMS OF BULLYING

- Physical violence such as hitting, pushing or spitting at another student.
- Interfering with another student's property, by stealing, hiding or damaging it.
- Using offensive names when addressing another student.
- Teasing or spreading rumours about another pupil or his/her family.
- Belittling another student's abilities and achievements.
- Writing offensive notes or graffiti about another student.
- Excluding another student from a group activity.

- Ridiculing another student's appearance, way of speaking or personal mannerisms.
- Misusing technology (internet, mobiles and/or social media) to hurt or humiliate another person.

RESPONSIBILITIES OF ALL STAKEHOLDERS

The Responsibilities of Pro Corda Staff

Our staff will:

- Foster in our pupils self-esteem, self-respect and respect for others.
- Demonstrate by example the high standards of personal and social behaviour we expect of our students.
- Be alert to signs of distress and other possible indications of bullying.
- Listen to children who have been bullied, take what they say seriously and act to support and protect them.
- Report suspected cases of bullying to the Matron or Course Director who will report it to Andrew Quartermain, CEO and Artistic Director.
- Follow up any complaint by a parent about bullying, and report back promptly and fully on the action which has been taken.
- Deal with observed instances of bullying promptly and effectively, in accordance with agreed procedures.

The Responsibilities of all our students and members:

We expect our pupils to:

- Refrain from becoming involved in any kind of bullying, even at the risk of incurring temporary unpopularity.
- Intervene to protect the student who is being bullied, unless it is unsafe to do so.
- Report to a member of Pro Corda staff any witnessed or suspected instances of bullying, to dispel any climate of secrecy and help to prevent further instances.

Anyone who becomes the target of bullies should:

- Not suffer in silence, but have the courage to speak out, to put an end to their own suffering and that of other potential targets.

The Responsibilities of Parents and carers

We ask our parents and carers to support children and young people and Pro Corda by:

- Watching for signs of distress or unusual behaviour in their children, which might be evidence of bullying.
- Advising their children to report any bullying to Matron or the Course Director and explain the implications of allowing the bullying to continue unchecked, for themselves and for other pupils.
- Advising their children not to retaliate violently to any forms of bullying.
- Being sympathetic and supportive towards their children, and reassuring them that appropriate action will be taken;

- Keep a written record of any reported instances of bullying.
- Informing Pro Corda of any suspected bullying, even if their child(ren) is/are not involved;
- Co-operating with Pro Corda, if their child(ren) is/are accused of bullying, try to ascertain the truth, and point out the implications of bullying, both for the children who are bullied and for the bullies themselves.

The Responsibilities of All

Everyone should:

- Work together to combat and, hopefully in time, eradicate bullying.

PREVENTATIVE MEASURES

- Promotion of positive behaviour around Leiston Abbey and at all Pro Corda courses, events and activities.
- Matron and pastoral support on residential courses to promote wellbeing and minimise any likelihood of bullying.
- Pro Corda's own Equal Opportunities and Child Protection policy to protect students, promote independence and instil confidence.

PROCEDURES FOR DEALING WITH INCIDENTS OF BULLYING BEHAVIOUR

- Steps taken to support and respond to the needs of both bullied and bullying pupils.
- Records kept of any incidences
- Contacting parents/carers of all students concerned in the bullying incident and an investigation into the circumstances.
- Feedback to those concerned.
- The possibility of expulsion from further Pro Corda courses and activities.
- Contacting relevant professionals

PLEASE NOTE THAT ALL CHILD PROTECTION MATTERS AND CONCERNS SHOULD BE REPORTED TO THE CHILD PROTECTION OFFICER WHO IS THE CEO.

Andrew Quartermain
CEO, Pro Corda.