

Anti-Bullying Policy

What is Bullying?

Bullying includes any of the following:

- name calling
- making fun of someone
- hitting, slapping, punching, kicking - any physical violence
- ignoring someone and excluding them from social events
- telling mean jokes
- embarrassing someone
- spreading rumours
- stealing
- getting someone in trouble on purpose
- hurtful messages online (see Online Safety Policy)



Why is this policy important?

This policy makes sure that all learners and staff at TAP **feel safe** and **no one is put in danger or hurt** whilst at in class, at placement or at home.



DOs



DON'Ts

What are our responsibilities?

Learners **MUST**:

- Make sure **to follow the learner contract** they signed at the start of the year.
- Treat all staff and learners at TAP with **respect** and **patience**.
- Treat all staff and learners with **kindness**.
- Treat staff and learners how you would like to be treated.



What do I do if I am being bullied?

Remember: If you are being bullied, it is not your fault. No-one deserves to be bullied.

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If you feel that you can talk to the person bullying you and **ask them to stop**, sometimes people do not realise what they are doing is hurting you.

If you cannot talk to them, **talk** to someone you trust - your parent, member of staff, friend, or another family member.

There is a **bullying box** on the shelf next to the staff office at TAP you can write a message and leave it in there or send an email to tapsafeguarding@caretradeuk.org if you don't want to talk.

If the bullying continues and you think you are in **danger** you can report the abuse to the **police**. If you are unsure, please speak to a staff member.

You can get support online at www.anti-bullyingalliance.org.uk

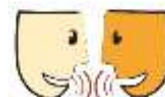
What will happen if a learner does not follow the anti-bullying policy?

If a learner is found to be **bullying** someone:

1. A staff member will **tell them what they have done**, and they will be reminded to **not do it again**.



2. If the learner does do it again, they will be given a **verbal warning**.



3. If the learner continues to break the rules, they will be given a **written warning**.



4. If they still break the rules a **final warning** will be given, and a **disciplinary meeting** will be held to discuss the behaviour.

5. After the meeting, the learner will either **continue the project with a behaviour plan** or they will be **leave TAP**.

