Chiron OEP

Anti-Bullying Policy

Policy implemented:	June 2023
Last reviewed:	May 2025
Next review due:	May 2027

1. Summary

Chiron OEP is an online education provider which aims to provide top quality online education for young people who are struggling to access mainstream education due to their complex circumstances. We offer a range of programmes for students aged 11 to 18 focused around English, Mathematics and Creative arts. The programmes aim to support young people in building their resilience, confidence, and skills to either complete appropriate Level 2 qualifications or re-enter mainstream education. We recognise that our unique setting presents unique risks with regards to bullying and these need to be addressed by all staff in order to keep our students safe.

At Chiron we believe:

1. Positive and respectful relationships lead to the best outcomes for all
2. Positive behaviour is encouraged and recognised in line with our behaviour policy

3. Everyone is responsible for the safeguarding and promotion of the well-being of all students and all staff have a duty of care to ensure our students are protected from harm.
4. Our unique setting means that we need to be proactive in teaching how to engage positively online and ensure that “trolling” also constitutes bullying.

2. Document Control

Initial purpose and scope of the new policy/procedure agreed by:	Ayesha Allen, Virtual School Head
Technical review carried out:	Craig Harris
Final quality check carried out:	Policy, Practice and Information Officer
Date implemented:	June 2023
Version Number:	1.0
Date of the next review:	May 2027
Department responsible:	Education
Job Title of Lead Person:	Ayesha Allen, Virtual School Head
Author / Main Contact, including their job title (if different from above):	-

In addition to this policy, local authorities and other commissioners may have their own policies, procedures and guidance which Services must comply with. These policies should complement this policy.

However, there may be additional requirements put in place by local authorities and other commissioners and these must be adhered to. Changes must not be made to Salutem’s policies and procedures without corporate approval but, where needed, local procedures should be developed to accompany these.

EQUALITY AND DIVERSITY STATEMENT

The Salutem Group is committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any such factors and all will be treated with dignity and respect.

3. Headings

1. Summary 1
2. Document Control 2
3. Headings 3
4. Definitions 4
5. Content 4
6. Areas of Governance 6
7. Areas of Responsibility 6
8. Learning and Development 7
9. Associated Documents 7
10. Useful Links 8
11. References ..... **Error! Bookmark not defined.**
12. Version Control 8

This policy must be brought to the attention of all employees.
The controlled version of this policy and its associated documents are available on the Blink Hub. Printed or downloaded copies are uncontrolled and may not be up to date.

4. Definitions

There may sometimes be misunderstanding about the meaning of the term ‘bullying’. One-off incidents, whilst they may be very serious and must always be dealt with, do not fall within the definition of ‘bullying’.

There are various types of bullying, but most have three things in common:

- It is deliberately hurtful behaviour
- It is repeated over time
- There is an imbalance of power, which makes it hard for those being bullied to defend themselves.

There are various forms of bullying which include:

- Physical – e.g. hitting, kicking, taking belongings.
- Verbal – e.g. name calling, insulting, prejudiced remarks.
- Indirect – e.g. spreading malicious rumours, excluding individuals from social groups, family feuds brought into Academy.
- Cyber – e.g. use of email, social networking sites, mobile phone messaging to spread rumours, make malicious comments. (For our context this is will be the focus of the majority of our work and this policy intersects with our online safety policy)

5. Content

Dealing with an allegation of bullying

If a student is a victim of bullying we encourage them to report these incidents to their teacher or another trusted member of staff. This can be done via email, during a 1:1 tutorial or via the form on Showbie.

If a student is concerned that another student is being bullied but would like to report this anonymously, they can report their concern using the “I’m concerned about” form on our website. Staff, parents/carers and students will be made aware of this option.

On receipt of a report of bullying:

- The incidents will be recorded by staff using CPOMs and flag the category “bullying”. This will log the incident with the Pastoral team.
- The member of staff must assure victims of bullying that they have done the right thing in sharing their concern
- Parents/carers should be informed as soon as possible and will be asked to attend a meeting to discuss the issue if deemed appropriate
- If necessary and appropriate, police will be consulted
- The bullying behaviour or threats of bullying must be investigated within one week and the bullying stopped quickly
- An intervention will take place to address the behaviour of the bully.
- Where appropriate the two (or more) young people will be supported by staff to discuss the issues openly with each other.

Our behaviour policy outlines our “no sanctions” approach to behaviour management. However, where we feel there is a risk to a student’s wellbeing, we will work with the professionals around the students to find resolutions which support all those involved. This could include:

- Changing the groups of the students to separate those involved
- Increasing the level of supervision that the student has when accessing lessons
- Supporting the transition to a different service

Allegations against staff

We believe that all members of our community are entitled to protection from bullying. Inappropriate behaviour between students or staff will not be tolerated and any concerns or allegations of impropriety will be dealt with quickly, fairly and sensitively through the Complaints Policy.

Any staff disclosing information, regarding inappropriate behaviour by colleagues, will be listened to and supported by the Principal and/or the Salutem Senior Leadership Team if appropriate. The processes for allegations against staff are outlined in our whistleblowing policy.

6. Areas of Governance

This policy has been written with expert contribution from appropriate stakeholders. The Information Governance team will monitor, reflect on and gain organisational learning from the implementation of this policy. This policy will be reviewed and updated two years from implementation unless legal changes demand a more timely amendment.

The application of this policy and its associated documents is mandatory for all services staff, volunteers, agency staff and all other Salutem representatives. Staff understanding of this policy and associated documents will be assured through training, assessment of competency and supervision.

Staff understanding of this policy will be assured through training and the delivery of awareness raising workshops as deemed necessary by Divisional Management. The people we support will be involved in the review to ensure it captures the important issues for them.

7. Areas of Responsibility

The Principal is ultimately responsible for the well being of all students and staff. In order to address the key principles of this policy they will:

- Liaise with the Designated Safeguarding Lead on all matters regarding the safeguarding of Trainees.
- Ensure all staff are aware of the contents of the ‘Anti-Bullying Policy’ and that its procedures are adhered to, through regular training.
- Liaise with appropriate staff to ensure the implementation of company-wide initiatives to highlight aspects of bullying.
- Ensure the appropriate staff members monitor students involved in bullying and keeps the parents/carers informed.
- Liaise with the police as necessary.

Teaching staff have the following responsibilities:

- Staff should be alert to any potential incident of bullying and intervene when instances are noticed
- Minor incidents of disagreement should be addressed directly by teachers and can be dealt with effectively by reference to the Code of Conduct

Students have the following responsibilities:

- Students should share any concerns they have about themselves or their peers being the victim of bullying either directly during a 1:1 tutorial with a member of staff, or through the anonymous online form
- Students should show concern for the happiness and well-being of their peers by treating those around them with kindness and consideration. They should be aware that what one person considers harmless teasing or 'banter' may be received very differently.

8. Learning and Development

Salutem is committed to ensuring that all staff are aware of what is expected of them so that everyone is appropriately supported. Staff should speak to their line manager in relation to their learning needs using supervision and through the appraisal process.

Include any relevant additional information about training plans, etc here.

9. Associated Documents

Salutem Safeguarding Policy
Chiron OEP Local Safeguarding Policy
Positive Behaviour Policy
Complaints Policy
Whistleblowing Policy

10. Useful Links

We recommend the resources on the NSPCC website for further information.

Keeping Children Safe in Education

11. Version Control

This is a controlled document. As a controlled document, any printed copies of this document, or saved onto local or network drives should be actively monitored to ensure the latest version is always available.

Version Number	Date	Status	Changes
V1.0	June 2023	New	New policy
V1.1	May 2025	Reviewed	