



# Anti-bullying Policy and Procedure

Date: February 2026

Review Date:

February 2027

## Scope

For the avoidance of doubt and unless expressly stated to the contrary any reference to Little Gate Supported Employment (**LITTLE GATE**) should be treated as including Little Gate College and Little Gate and any reference to client/participant should be treated as including a Student of Little Gate College. This policy applies to all employees, volunteers and users of the provision at LITTLE GATE. It applies to student behaviour both on the premises or off site, such as transport to and from the College, to work placements or other visits. It forms part of the commitment of Little Gate to the safeguarding of children and adults at risk.

# **Little Gate Anti-bullying Policy**

*"Bullied children and bullies alike are badly affected when bullying is allowed to thrive. Bullying must never be tolerated"* (1999, KIDSCAPE Survey: Long Term Effects of Bullying)

## **Purpose**

The purpose of this policy is:

- To ensure a secure and happy environment, free from threat, harassment, discrimination, , or any type of bullying behaviour
- To ensure a consistent approach to preventing, challenging, and responding to incidents of poor behaviour or bullying
- To outline the commitment of Little Gate to continuously improve tackling the reasons behind poor behaviour and bullying

## **Aims**

The aim of the LITTLE GATE Anti-bullying Policy is to promote good practice and that:

- All volunteers and paid staff, as well as participants, should have an understanding of what bullying is.
- All volunteers and paid staff, as well as participants should know what the LITTLE GATE policy is on bullying and what they should do if bullying arises.
- As an organisation we take bullying seriously, All participants and their parents/carers should be assured that they will be supported when bullying is reported,
- Bullying will not be tolerated,

## **Related Policies**

This policy should be read in conjunction with the following:

- Adult and Children Safeguarding
- Prevent
- Equality, Diversity and Inclusion
- Health & Safety
- Whistle Blowing

## **Anti-bullying Policy Statement**

LITTLE GATE is committed to providing a caring, friendly and safe environment for all participants, so they *can* participate in activities in a relaxed and secure atmosphere, Bullying of any kind is unacceptable in our organisation, If bullying does occur, participants should be able to tell someone and know that incidents will be dealt with promptly and effectively, We are a TELLING organisation; this means that anyone who knows that bullying is happening is expected to tell one of the staff or volunteers, and preferably the Designated Safeguarding lead

There is no legal definition of bullying, it is an unacceptable anti-social behaviour, Bullying is: the use of power and behaviour by an individual or a group, usually repeated over time, with the intention of hurting another person or group, Bullying results in pain and distress to the victim,

Bullying can take place anywhere and may be related to:

- Race
- Religion
- Culture
- SEN or disability
- Appearance or health condition
- Home circumstances
- Sexual orientation gender

Bullying can be:

- Emotional - being unfriendly, excluding, tormenting (e.g. hiding personal belongings, threatening gestures).
- Physical - pushing, kicking, hitting, punching or any use of violence.
- Racist - racial taunts, graffiti, gestures.
- Sexual - unwanted physical contact or sexually abusive comments, homophobic remarks focusing on the issues of sexuality, verbal name-calling, sarcasm, spreading rumours, teasing.
- Cyber - all areas of internet, such as email & internet chat room misuse, mobile threats by text messaging and calls, misuse of associated technology, i.e. camera and video facilities.
- Faith based - because of, or focusing on matters relating to religious ideology, belief or creed.
- Transphobic - behaviour or language that makes the individual feel unwelcome or marginalised because of their perceived or actual sexuality.
- Social economic status - related to home life and circumstances.

It is important to respond to bullying because bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. People who are bullying need to learn different ways of behaving and may well have serious issues themselves, which affect their behaviour.

LITTLE GATE has a responsibility to respond promptly and effectively to issues of bullying in order to carry out their duty of care to safeguard all participants involved in LITTLE GATE. Everyone has a right to protection and the needs of disabled people and others who may be particularly vulnerable must be taken into account.

#### *Some of the Signs and Symptoms of Being Bullied:*

A person may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a participant:

- Is frightened of coming to the farm or participating in certain activities
- Doesn't want to go to the farm on their own

- Changes their usual routine
- Becomes withdrawn, anxious, or lacking in confidence
- Starts stammering
- Attempts or threatens suicide or runs away
- Feels ill before coming to the farm
- Begins to behave negatively within the group
- Asks for money or starts stealing money (to pay bully)
- Has money that is continually "lost"
- Has unexplained cuts or bruises
- Becomes aggressive, disruptive or unreasonable which is out of character
- Is bullying other participants
- Stops eating
- Is frightened to say what's wrong
- Gives improbable excuses for any of the above
- Is afraid to use the internet or mobile phone
- Is nervous and jumpy when a cyber-message is received
- Evidence of self-harm, deliberate cuts to body, particularly limbs, foreign body insertion. These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated. Participants may not be aware or able to articulate that they are being bullied. Staff should be able to identify participants who may be vulnerable and could fall victim to bullying, as well as those who may demonstrate bullying behaviour.

## **Responsibilities**

### ***Trustees***

Our Board of trustees will:

- Review the policy and its implementation
- Receive termly reports on incidents and actions taken through the safeguarding and monitoring procedures

### ***Head of College***

The Head of College will:

- Monitor the policy implementation, ensuring the approach and tackling of bullying is suitable and effective
- Review the policy annually
- Ensure staff are aware of, and have signed as read, this policy and related documentation
- Review all logged incidents, taking action as necessary
- Ensure effective communication with parents/carers is in place
- Report on incidents and actions to the Board of Trustees

## ***Staff and Volunteers***

Staff and volunteers will:

- Ensure they understand this policy and follow the procedures set out
- Always be respectful, supporting all participants
- Remain vigilant about bullying in the same way as any other category of safeguarding
- Report all incidents and record on College systems

## ***Participants***

The College curriculum and other Supported Employment routes teaches students, and work trainees to:

- Develop an understanding of what bullying is
- Recognise the signs of bullying
- Know what to do if they feel someone is being bullied
- Know what to do if they are being bullied
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## ***Procedures if bullying is suspected***

If bullying is suspected, the following procedures should be followed:

1. Record and report all bullying incidents to the Head of College, Head of Little Gate Farm, Head of Supported Employment and parents/carers
2. Racist, sexual or homophobic bullying, and bullying related to religious belief or creed, must be reported directly to the Head of College, Head of Little Gate Farm, Head of Supported Employment and the Designated Safeguarding Lead (DSL).
3. Incidents involving an immediate threat to the safety of a student, or Work Trainee should also be reported directly to the Head of College, Head of Little Gate Farm and Head of Supported Employment.
4. The Head of College, Head of Little Gate Farm and Head of Supported Employment will ensure the incident has been recorded, taking account of the evidence and views
5. Wherever possible anonymity will be provided for the victim
6. advice and support will be provided to the victim and the person demonstrating the bullying behaviour
7. where necessary relevant staff, external agencies, including the police, will be informed

Confirmed cases of bullying must be recorded and monitored by the Head of College. All incidents of bullying will be discussed with all relevant staff and parents/carers of the students involved, in order to ensure that the incident is resolved positively and that vigilance against further bullying is maintained. Incidents of bullying, as with other behavioural incidents, will be reported to the Board of Trustees on a termly basis, unless the incident is of such a level that requires the immediate involvement of the Trustees.

An attempt will be made to help the bully/bullies change their behaviour by:

1. Talk with the bully/bullies, explain the situation, and try to get them to understand the consequences of their behaviour. Seek an apology to the victim(s).
2. Inform the bully/ bullies' parents.
3. Insist on the return of "borrowed" items and that the bully/bullies compensate the victim.
4. Impose sanctions as necessary.
5. Encourage and support the bully/bullies to change their behaviour.
6. Hold meetings with the families to report on progress.
7. Inform all organisation members of action taken.
8. Keep a written record of action taken.
9. Look at supporting the bully/bullies with any issues they may have, link in with existing support services in our area

### Outcomes of bullying

- The bully/bullies will be asked to genuinely apologise and if they don't, and sometimes as well other consequences may have to take place - such as temporary exclusion from an activity.
- In serious cases, exclusion from Little Gate may be considered
- If possible, the participants will be reconciled
- After the incident/incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place

### Prevention

We will use methods to help participants prevent bullying, as and when appropriate. These may include:

Writing a set of LITTLE GATE rules AND signing a behaviour contract and having discussions about bullying and why it matters



Signed by trustee	<i>Maxine Leigh</i>	MAXINE LEIGH	29/1/24
Signed by CEO	<i>ACL</i>	ANDREA RANDALL-SMITH	29.1.24

Reviewed by	Date	Changes made	Next review date
<i>Maxine Leigh</i>	<i>6/2/24</i>	<i>None</i>	<i>2026</i>
<i>John Hassell</i>	<i>27/2/26</i>	<i>Omission of reference to VRTAP</i>	<i>Feb 2027</i>

