

Anti-Bullying Policy

STATEMENT OF PRINCIPLE

The National Stud is committed to creating and sustaining a safe, positive and inclusive environment for all students/trainees, staff and, where appropriate, parents/carers. We believe that everyone has the right to feel emotionally and physically safe while attending The National Stud or a workplace whilst on any of the Stud's training or educational programmes. As such, The National Stud adopts a zero tolerance attitude to bullying of any sort. This policy dovetails with other Stud policies such as Safeguarding and the Code of Conduct.

The policy refers to "adults" as all of the NS's trainees or students are over the age of 18. However, this policy covers the "duty of care" all members of staff have in providing a secure and rewarding experience for all attending/involved in training with the NS.

This policy aims to ensure that individual cases of bullying will be dealt with consistently and in a constructive manner when they occur. The National Stud aims are to:

- Build and sustain anti-bullying ethos at The National Stud
- Challenge attitudes about bullying behaviour
- Ensure that the Board of Directors and staff know and understand the policy on bullying and follow it when an incidence of bullying is suspected or reported
- Equip students to stand up against bullying or harassment, report it and support those subject to bullying or harassment
- Support and counsel anyone subject to bullying
- Correct the behaviour of those responsible

Definition

Bullying is when one or more persons physically, emotionally or psychologically hurt or cause harm to an individual(s) who are in a weaker position than him/her/them and are less able to defend themselves. It can be a one off incident, but is more commonly repeated over a period of time and consists of a series of different incidents. Anyone can be or become the target of bullying.

BULLYING IS THE ABUSE OF POWER BY ONE PERSON OVER ANOTHER.

Different Types of Bullying:

- **Physical** – hitting, kicking, spitting, tripping, theft of belongings etc.
- **Verbal** – Name calling, insulting a person's family, threats of physical violence, Spreading rumours or constantly putting someone down.
- **Emotional/Psychological** – Excluding someone from a group, tormenting, ridicule, humiliating (especially in front of others) or ignoring.
- **Sexual** – Unwanted physical contact, abusive comments, sexually insulting gestures, etc.
- **Racist** – Insulting language or gestures, name calling, graffiti or racially motivated violence based on a person's actual or perceived nationality, ethnic origin or faith.
- **Gender based bullying** – insulting language or gestures, name calling, graffiti or violence based on a person's actual or perceived sexual orientation.
- **Cyber/Electronic** – By text message, by e-mail, on the internet (including social media, chat rooms, bulletin boards, instant messaging services or hate web-sites).

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All of the behaviours listed can cause a considerable amount of stress to anyone, it can affect their health and development and in extreme cases cause significant harm (e.g. self-harm) or at worst death through suicide.

Signs/Indicators of bullying:

- **Physical** – Bruises, scratches, cuts, damaged clothing/belongings.
- **Attendance** – Patterns of unexplained absence
- **Health** – Loss of appetite, stomach aches, headaches, soiling clothes or bed.
- **Behavioural changes** – Reduced concentration, drop in performance in training or work, becoming withdrawn, clingy, depressed, mood swings, reluctance to go to certain places or be around certain people.
- **Emotional** – High levels of anxiety, refusal to speak about problems and unusual displays of temper.
- **Shortages** – Money or possessions.

National Stud Responsibilities:

- **Directors and Senior Management Team** – Supporting the implementation of The National Stud Anti Bullying Policy and helping to raise awareness of it.
- **Designated Safeguarding Leads/Senior Management Team** – Recognising that bullying takes place in all educational settings, and maintaining a culture within which bullying and harassment are regarded as completely unacceptable.

Training Team Responsibilities to students/trainees:

Providing information and specific skills-based training to students so they are alert to the indicators of bullying and harassment, and can intervene, report and support appropriately.

Engaging, if appropriate, all parents or carers as partners so that they are alert to the indicators of bullying and harassment, and can report and support appropriately in accordance with The National Stud policy.

Recording information on incidents of bullying in accordance with policy.

Dealing with incidents of bullying in accordance with The National Stud policy.

Contacting/working with parents/carers, where appropriate, of both students subject to bullying and students engaging in bullying behaviour.

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Contacting/working with staff/external agencies where appropriate as below.

- **All National Stud staff** – To ensure adherence to The National Stud rules and procedures; to equip students to recognise indicators of bullying and harassment, intervene appropriately, support anyone subject to bullying; to report to Senior Management/Designated Safeguarding Lead (DSL) and to record any reported incidents. To show vigilance when carrying out their daily duties.
- **Racing Welfare Counsellor** – To offer support to those subject to bullying when asked for and to help staff explain to perpetrators the affect their actions have on others.
- **Racing Welfare Chaplain** – As above.
- **Parents/Carers of victims** (where appropriate) – Support their children and The National Stud in its efforts to deal with the problem.
- **Parents/Carers of bullies** (where appropriate) – Be aware of their responsibility to seek advice from The National Stud Training Director / Training Manager if they have concerns about bullying or harassment, or notice signs that may indicate bullying or harassment. Support their children and The National Stud in its efforts to support those subject to bullying and correct those engaging in bullying behaviour.
- **External Agencies** – To respond to The National Stud, students or, where appropriate, parents/carers when called upon in accordance with The National Stud policy.

Action to be followed if bullying is suspected

- When bullying is suspected or reported it should be taken seriously.
- All students should be encouraged to share their concerns.
- Those subject to bullying or harassment should be encouraged to speak to a trusted member of the Training Team at The National Stud or if in the workplace their Workplace Instructor.
- The bullied person and those engaging in bullying behaviour should be spoken to separately. Accurate records of all meetings must be kept. TIME, DATE, POSITION and SIGNATURE on The National Stud Complaints Log.
- Action should be taken to ensure the safety of the bullied person. This will include building a “circle of friends” around the bullied person to provide specific support in contexts of the bullied person’s choosing and who will report further issues to staff.
- Staff should reassure them but must not offer confidentiality as information may need to be shared with other agencies.
- Where appropriate, The National Stud will work with the parents/carers of any student who is being bullied and students who are bullying, to support and encourage those students to find an appropriate solution.
- The National Stud will involve external agencies where appropriate, in supporting students who are being bullied or are bullying.
- Excluding students from The National Stud is a last resort however if serious victimisation, abuse, intimidation or physical bullying is reported/suspected, investigated and found to be true, those involved will be asked to leave The National Stud and the training programme.

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The National Stud Strategies to reduce bullying

- Establish a culture of acceptance, tolerance and respect using staff meetings, web-site, student handbook, inductions and Equality and Diversity training for both staff and students.
- Set a tone of respect in all areas of The National Stud by managing student and staff behaviour through a clearly defined set of rules which set a climate of respect and responsibility.
- Minimise the occurrence of situations where bullying may occur by providing adequate supervision and by use of CCTV in and around the perimeter of the Student Accommodation building.
- Raise awareness amongst students and staff of The National Stud's position against bullying through inductions (both student and staff), training for staff, and notices around The National Stud. (Students will be made aware how they can play their part to reduce opportunities for bullying within The National Stud and in workplace contexts, and to intervene, report and support appropriately when bullying or harassment takes place.
- All staff encouraged to be vigilant and take reports of bullying seriously.
- Encourage staff to use positive terms i.e. "what to do" rather than "what not to do".
- Encourage staff to be good role models, show students respect and encourage them to be successful.

We will review this Statement annually:	
Date of Current Review:	March 2018
Date of Last Review:	March 2018
Date of Next Review:	March 2019

Information for students/trainees at The National Stud

If you think you are being bullied

- Remember it is not your fault. Nobody deserves to be bullied.
- Try to stay in a friendly group.
- Try to remain confident even if you don't feel it.
- Remember walking away is not cowardly.
- Keep a diary/record of what happened, when and with whom.
- Tell a trusted adult, any member of The National Stud Training Team, your Workplace Instructor, the Accommodation Supervisor, a friend or where appropriate your parents/carers.

If you think you think bullying or harassment is taking place

- With a friend, intervene safely in an appropriate and proportionate manner to support the bullied person
- With a friend report the matter to a trusted member of staff, doing so confidentially if you would prefer
- Be prepared to support the bullied person, following staff involvement, as part of a "circle of friends"
- Intervene and report appropriately should you become aware of further issues