



THE SHEFFIELD SCITT

ANTI-BULLYING POLICY



National Teaching School
designated by



National College for
Teaching & Leadership

The Sheffield SCITT is owned and operated by Notre Dame High School, Sheffield, a National Teaching School

1. Purpose:

- To enable the Sheffield SCITT to create a safe and secure environment for everyone.

2. Applies to:

- All staff employed directly or indirectly to deliver services for the Sheffield SCITT. This includes staff in all partnership schools involved in delivery of the Sheffield SCITT course.
- All SCITT trainees. This includes those who have accepted a place on the Sheffield SCITT course.

3. This policy must be read and reviewed in conjunction with:

- Reasonable Adjustment Policy
- Equality Duty.

4. Definitions

Bullying is when another individual or group of individuals cause personal, physical or mental suffering, however great or small. It is teasing, practical jokes, threatening, name calling, ignoring people, dirty looks and other things which cause hurt.

The following, which is not an exhaustive list, will be considered bullying

- Personal non-physical abuse
- Personal physical abuse
- Taking or damaging other peoples belongings
- Racist or homophobic bullying
- Repeated bullying

5. The Sheffield SCITT will achieve its stated aims through the following means.

5.1 The Sheffield SCITT will ensure that all staff and trainees are:

- Entitled to speak to someone if they are being bullied.
- Entitled to receive help and care if they are being bullied.
- Aware of their responsibility to help and care for individuals who are being bullied.

5.2 The Sheffield SCITT will ensure that all incidents of bullying will be thoroughly investigated before any action is taken.

Incidents which occur outside the Sheffield SCITT and Partner Schools will be dealt with if they impinge on the safety and welfare of trainees and employees of the

Sheffield SCITT and Partner School communities or bring the Sheffield SCITT and Partner Schools into disrepute.

All complaints of bullying and harassment will be investigated promptly and, if appropriate, disciplinary proceedings will be brought against the alleged harasser. The Sheffield SCITT will treat complaints of bullying and harassment sensitively and maintain confidentiality.

You have the right not to be victimised for making a complaint in good faith, even if the complaint is not upheld. However, making a complaint that you know to be untrue may lead to disciplinary action being taken against you.

You must submit your complaint in writing which can be via completion of Form GCP1 (found in the 'Complaints Policy & Procedures' document).

Review Date: July 2018 **Next Review:** July 2019

Review Mechanism: Management Board