Camphill Wakefield

Anti–Bullying and Harassment Policy

(Inclusive of Education and Day Services

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V1	Helen Kain	26.05.23	Policy written by Helen Kain. **Approved by the Board of Trustees – 15.06.23**
		June 2026	**Reviewed by Ian Barker – no changes required**

Camphill Wakefield

Policy summary

It is essential that all reports of bullying or any incident at Camphill Wakefield, where bullying appears to be taking place, must not be ignored but must be acted upon and followed up.

This policy applies to bullying and harassment and its implications for our students and the ethos of Camphill Wakefield as a whole. The policy should be read with other relevant Camphill Wakefield policies, in particular the Equality and Diversity Policy, Safeguarding Policy and SEND Code of Practice and Policy.

Purpose

The purpose of this policy is to:

- Clarify for students, staff, parents, and employers what bullying is and that bullying in any form is always unacceptable.
- Explain the impact on individuals and on Camphill Wakefield as a whole.
- Provide a secure, stimulating, positive, respectful, and inclusive environment for learning.

Camphill Wakefield will not tolerate any form of bullying or harassment and is committed to eliminating bullying from the organisation.

Our Anti-Bullying and Harassment Policy supports this by promoting respect and tolerance for each other and for Camphill Wakefield. We believe in tackling incidents of bullying by encouraging an environment where individuality is celebrated and individuals can develop without fear.

This involves ensuring that all our students and staff share the same perception of what constitutes bullying and that students are encouraged to report all incidents of bullying to a member of Camphill Wakefield staff/safeguarding team. We educate our students about the behaviour, attitudes, and skills needed to prepare them well for a life in modern Britain.

Definition of Terms

Camphill Wakefield adopts the following definition of bullying:

“Bullying is an unwanted, aggressive behaviour among individuals that involves a real or perceived power imbalance. The behaviour is repeated, or has the potential to be repeated, over time. Individuals who are bullied and who bully others may have serious, lasting problems.”

Bullying is the use of aggression with the intention of hurting another person. It is usually conscious and wilful and commonly consists of repeated acts of aggression and/or manipulation. People can be bullied on the grounds of:

- Race
- Gender
- Sexual orientation
- Disability
- Socio-economic status
- Nationality
- Language

- Religion
- Other real or perceived differences

However, it can also be for no apparent reason. Bullying can take many forms, including:

- Use of IT and mobile telephones, i.e. cyber-bullying and text messages
- Being called names
- Being teased or taunted
- Being pushed or pulled around
- Being hit or attacked
- Having bags and other possessions taken and thrown around
- Having rumours spread
- Being ignored and left out
- Being forced to hand over money or possessions
- Being attacked because of religion, colour, ethnicity, language, sexual orientation, disability, gender, class, age, family circumstances, etc.

Bullying can be subtle, or it can be blatant. It can cause short-term suffering for the victim or it can go on for years, but it is always damaging and Camphill Wakefield will always take it seriously and address it.

Ensuring Acceptable Performance and Behaviour

Staff have responsibility for ensuring that students adhere to their commitments as expressed in the Student Code of Conduct. Managers have responsibility for ensuring that staff are effective in their duties and behave according to the ethos and policies of Camphill Wakefield.

Ensuring the above has the danger of being interpreted as intimidation or even bullying in some circumstances. To minimise this possibility, when raising serious issues – particularly persistent issues - it is important that staff do so clearly, but politely and respectfully.

Such an approach is intended to help to minimise the possibility of people feeling intimidated and improve the likelihood that issues will be resolved, particularly when support is offered.

Camphill Wakefield fully understands that a small number of students with SEND needs can present behaviours that can be seen as discriminatory and can be a form of bullying. If this is a repeated action towards staff and/or other students, Camphill Wakefield will seek advice and guidance from occupational experts to understand the functions leading to this unwanted behaviour. This will be done to reduce the impact and further instances and to ensure staff and students are fully supported. We encourage diversity, equality and inclusion. We will ensure staff are up-to-date on all training needs regarding SEND, so that they feel fully supported.

Responsibilities

Everyone in Camphill Wakefield must take responsibility for promoting a common anti-bullying approach and all members of Camphill Wakefield are expected to report and challenge incidents of bullying without fear or favour.

Procedures for Staff

We expect that staff will:

- Ensure that all alleged incidents of bullying, perceived or otherwise, are reported to line managers and/or safeguarding.
- Provide a good role model for young people by behaving in a respectful and caring manner with students and colleagues.
- Undertake training to help them to deal effectively with issues of bullying and harassment.
- Tackle specific incidents of bullying through the disciplinary procedure, where appropriate.
- Raise awareness in the classroom of bullying, for example, through workshops.
- Record on CPOMS and, where appropriate, safeguard, monitor and investigate reported incidences of bullying and harassment in accordance with Camphill Wakefield's procedures.
- Communicate the Camphill Wakefield's Anti-Bullying and Harassment Policy to students.

Managing Bullying Incidents

Instructions to staff:

Ensure all disclosures about bullying and harassment are taken seriously and treated sensitively. It is important to discuss all possible and desirable strategies with the victim in the first instance and proceed as appropriate.

Reassure the student or staff member that they have done the right thing in reporting the incident of bullying or harassment. It is important to portray a calm, non-judgmental and positive response to the student or staff member.

Do not show your own emotions or ask any leading questions. Instead, use restorative questions to ascertain what has happened and capture all the information including who is involved.

It is important to be honest with the student – do not promise confidentiality.

Notes will need to be taken regarding the discussion. It is important that you record facts and do not add your own interpretation on the statement. You must date and sign all documents.

If a student decides not to take any further action after reporting the incident, Camphill Wakefield reserves the right to investigate the incident and pursue an outcome.

In certain circumstances, if the student is under the age of 18, Camphill Wakefield may make the decision to involve parents/carers. In the case of a student being over the age of 18 and in possession of an Education, Health and Care Plan or DoLS Mental Capacity Assessment, Camphill Wakefield may decide that it is appropriate to involve parents/carers.

If the student or staff member decides the matter is best resolved informally, an accurate record should be kept. In some cases, speaking directly with the person concerned can be enough to end the situation. For example, sometimes students do not realise that their conduct is causing offence and explaining this to them is enough to make them rethink their behaviour.

If the matter needs to be addressed through a more formal process or there is a serious safeguarding concern, this needs to be reported to Camphill Wakefield's Safeguarding Team.

If there are allegations of staff bullying or harassment, this needs to be forwarded to HR.

Procedure for Students

We expect that students will:

- Support Camphill Wakefield staff in the implementation of the policy.
- Become involved in the monitoring of the policy.
- Feel confident to challenge and report incidences of bullying or harassment.
- Feel reassured that bullying is taken seriously and is always tackled by Camphill Wakefield.

How to Report Bullying

If you feel you are the victim of bullying or harassment, act promptly and tell someone. This may be your tutor, ESL, Safeguarding team, or any other member of staff.

Restorative questions will be used by staff when speaking to you to ensure a fair process and that you have had the opportunity to have your say. An example of restorative questions can be found in Appendix 1 of this policy. You will be listened to sympathetically and your concerns will be taken seriously.

Notes will be taken regarding the discussion. All incidents and notes will be recorded and held centrally on CPOMS.

As a result of the interview, the Student Disciplinary Procedure may be followed which links to the Positive Behaviour and Handling Policy.

Confidentiality will be maintained, but it cannot be guaranteed. If a student decides not to take any further action after reporting the incident, Camphill Wakefield reserves the right to investigate the incident and apply disciplinary sanctions where appropriate.

In certain circumstances, if the student is under the age of 18, Camphill Wakefield may make the decision to involve parents/carers. In the case of a student being over the age of 18 and in possession of an Education, Health and Care Plan or DoLS Mental Capacity Assessment, Camphill Wakefield may decide that it is appropriate to involve parents/carers.

Restorative meetings will be held on some occurrences to explore a resolution where appropriate; on other occasions, an action plan may be introduced as the best course of action.

If students would prefer to arrange contact with an external organisation to discuss their concerns, a list of specialist agency details is available with the Safeguarding Team.

Governing Body

We expect that the Board of Trustees will:

- Support the Senior Leadership Team and Camphill Wakefield staff in the implementation of the policy.
- Designate a trustee to take lead responsibility for the implementation of the policy.

- Be fully informed on all matters concerning bullying and harassment at Camphill Wakefield.

Review

This policy will be reviewed every three years by the Executive Director for Education, Enterprise and Estates.

APPENDIX 1:

Restorative questions

- What happened?
- What did you think when you realised what had happened?
- What were you thinking?
- What impact has this incident had on you and others?
- Who else has been affected?
- What do you think needs to happen to make things right?