

Anti-Bullying Policy

2026-2027

Organisation	Century Training Academy Ltd
Document type	Policy
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Reviewed	20 August 2026
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1. Policy Statement

Century Training Academy Ltd is committed to providing a safe, respectful and inclusive Alternative Provision environment where bullying is not tolerated in any form. All learners, staff, contractors and visitors have the right to be treated with dignity and respect.

2. Definition of Bullying

Bullying is behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group physically, emotionally, socially, sexually, online or through prejudice-based conduct. A single serious incident may also be treated as bullying or abuse where the impact or risk is significant.

3. Types of Bullying

- Physical bullying, including hitting, kicking, pushing, taking or damaging property.
- Verbal bullying, including name-calling, threats, taunts, insults and discriminatory language.
- Social or relational bullying, including exclusion, humiliation, spreading rumours or coercion.
- Cyberbullying, including abusive messages, image sharing, online harassment, impersonation or group chat abuse.
- Prejudice-based bullying linked to protected characteristics, including age, disability, race, religion or belief, sex, sexual orientation, gender reassignment, pregnancy/maternity or marital/civil partnership status where relevant.
- Sexual harassment, harmful sexual behaviour and abuse, which must be treated as safeguarding concerns.

4. Prevention

- Clear learner induction and code of conduct.
- Visible staff supervision in workshops, classrooms, communal spaces and online environments.
- Staff modelling respectful language and professional boundaries.
- Teaching about respect, equality, consent, online safety and consequences.
- Risk assessment for learners with known vulnerabilities or previous incidents.
- Prompt sharing of relevant information with referring schools/commissioners where proportionate.

5. Reporting Bullying

Learners, parents/carers, staff, commissioners and visitors may report bullying to any member of staff. Staff must record the concern and report it to the DSL or senior leader on the same day. Reports involving sexual harassment, discriminatory abuse, online harm, threats, weapons, exploitation or significant harm must be treated as safeguarding concerns.

6. Investigation and Response Flow

1. Receive the concern and ensure immediate safety.
2. Record factual details, including date, time, location, people involved, witnesses, evidence and any screenshots.
3. DSL/senior leader reviews safeguarding risk and decides whether external referral is required.
4. Speak to the target, alleged perpetrator and witnesses separately where appropriate.
5. Inform parent/carer and referring school/commissioner where appropriate and proportionate.
6. Agree actions: support plan, restorative work, sanction, risk assessment, behaviour plan, timetable adjustment or safeguarding referral.
7. Record outcome and review effectiveness within an agreed timeframe.

7. Support and Sanctions

Responses will be proportionate and may include restorative discussion, formal warning, behaviour contract, loss of privileges, increased supervision, risk assessment, commissioner review, placement suspension or termination in line with safeguarding and placement procedures. Victims will be supported and not blamed for reporting.

8. Cyberbullying and Evidence

Learners should not retaliate online. Staff may ask for screenshots or evidence, but should not view or share indecent images. Any concern involving nude or semi-nude images, threats, grooming or exploitation must be referred to the DSL immediately.

9. Monitoring

Bullying incidents will be monitored for patterns, protected characteristic links, locations, repeat perpetrators, vulnerable learners and effectiveness of interventions. Information will be shared with commissioners/referring schools where appropriate.

Record Keeping

Records created under this document must be accurate, factual, dated and stored securely. Access must be limited to staff with a legitimate operational, safeguarding, health and safety, quality assurance or legal reason to view the information. Records must be retained in line with Century Training Academy Ltd's retention schedule and UK GDPR requirements.

Monitoring and Review

This document will be reviewed at least annually, with the next scheduled review on 20 August 2027. It will also be reviewed sooner if legislation, statutory guidance, awarding body requirements, local authority expectations, premises, provision or operating arrangements change.

Key Guidance and Linked Requirements

- Keeping Children Safe in Education 2026 (DfE), in force from 1 September 2026.

- Non-school Alternative Provision: Voluntary National Standards (DfE).
- UK GDPR and Data Protection Act 2018.
- Equality Act 2010.
- Health and Safety at Work etc. Act 1974 and relevant HSE guidance.

Sign Off

Name	Stephen Black
Position	Director
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