

Kerry Community Training Centre

Anti-Bullying Policy

Purpose and Our Commitment

Kerry CTC is committed to providing a safe, respectful and inclusive training environment for every learner. Everyone has the right to be treated with dignity and respect and to take part in training without bullying, intimidation or harassment. Bullying will not be accepted at Kerry CTC. We will work to prevent bullying, encourage learners to speak up when they have a concern, and respond to reports in a fair, timely and sensitive way. Learners are also expected to treat each other, staff and visitors with respect.

What We Mean by Bullying

Bullying is unwanted behaviour that causes harm, fear, distress or exclusion. It may be verbal, physical, social or online and can include name-calling, threats, intimidation, spreading rumours, deliberate exclusion, physical aggression or cyberbullying. Bullying can relate to a person's race, nationality, disability, gender, sexual orientation, religion, family circumstances or other personal characteristics. Bullying is often repeated or involves an imbalance of power. A serious one-off incident may not meet the definition of bullying, but it may still be dealt with under Kerry CTC's disciplinary, safeguarding or other relevant procedures. Online behaviour, including social media or messaging outside training hours, may also be addressed where it affects a learner's safety, wellbeing or participation in the Centre.

Reporting Bullying

Any learner who experiences or witnesses bullying is encouraged to report it as soon as possible. A report can be made to an instructor, another staff member the learner trusts, or the Centre Manager. A parent or guardian may also contact the Centre where appropriate. Reports may be made in person, by email or through another suitable method agreed with the Centre. Information will be treated sensitively and shared only with people who need to know in order to address the matter, or where there is a safeguarding or legal requirement to share information. No learner should be threatened, intimidated or treated unfairly because they reported bullying or supported another person in making a report.

What Happens After a Report

Kerry CTC will take reports of bullying seriously and will consider them promptly and fairly. The Centre may speak separately with the people involved, speak with witnesses, and review relevant messages, documents, CCTV or other information where appropriate. Everyone involved will be treated with respect and given an opportunity to explain what happened. Where bullying is established, appropriate action will be taken in line with Kerry CTC and Kerry ETB procedures. Depending on the seriousness of the behaviour, this may include

disciplinary action and may ultimately result in a learner's place on the programme being terminated. Where appropriate, the Centre may also use restorative approaches or mediation, but only where this is suitable and safe.

Support, Safeguarding and Review

Kerry CTC will support learners who experience bullying and will consider what practical supports may help them feel safe and continue with their training. This may include access to mentoring, counselling or other appropriate learner supports. Where a bullying concern involving a learner under 18 also raises a child safeguarding or welfare concern, it will be dealt with in line with Kerry CTC's Child Safeguarding Statement and procedures. Where required, the concern will be brought to the appropriate person within the Centre.