



## **Anti-Bullying Policy**

### **1 Scope**

This policy relates to the following legislation:

- Children Act 1989
- School Standards and Framework Act 1998
- Education Act 2002
- Education and Inspections Act 2006
- Equality Act 2010
- Education Act 2011

We have a duty of care to protect students from bullying as part of our responsibility to provide a safe, secure, caring and friendly school environment for all the children in order to protect them from those who wish to deliberately hurt them either physically or emotionally. We believe all our safeguarding procedures are in line with Sections 3(5) and 87(1) of the Children Act 1989 and Section 157 of the Education Act 2002 and that we promote the welfare of all children in our care.

There are many definitions of bullying, but most consider it to be:

- deliberately hurtful (including aggression);
- repeated, often over a period of time, while recognising that even a one-off incident can leave a person traumatised and nervous of future recurrence; and
- difficult for victims to defend themselves against

We understand that bullying takes many forms such as physical, verbal, social exclusion and the misuse of mobile phones and Internet social networking websites (cyber bullying). It is our duty to look out for all signs of bullying and to take the appropriate action to stop it. We will deal with all incidents of alleged bullying.

We believe by creating a safe, secure and caring school environment we will encourage all students to report any incident of bullying to a member of the school staff.

Under no circumstances will we tolerate any form of bullying and all incidents of bullying will be dealt with promptly and effectively as we wish to promote the wellbeing of all pupils.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

### **2 Requirements**

- To develop a school environment that is both safe and secure for all students.
- To have in place established systems that will deal with incidents of bullying.
- To develop confident children who will notify staff of any incident of bullying.
- To inform everyone connected with the school of the school's anti-bullying policy.

## Responsibility for the Policy and Procedure

### Role of the Directors:

The Board of Directors will not condone any bullying and has:

- appointed a member of staff – the Vice Principal for Inclusion - to be responsible for promoting positive student behaviour;
- delegated powers and responsibilities to the Principal to eliminate all forms of bullying, to keep records of all incidents of bullying and the different types of bullying;
- delegated powers and responsibilities to the Principal to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities Director to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- nominated the Equalities Director to visit the school regularly, to liaise with the Principal and the Vice Principal for Inclusion and to report back to the Board of Directors;
- responsibility for the effective implementation, monitoring and evaluation of this policy

### Role of the Principal

Under Section 157 of the Education and Inspections Act 2006 the Principal has a duty to encourage good behaviour, the respect for others and to prevent all forms of bullying among students. Therefore, the Principal will:

- implement this policy;
- ensure that all staff are aware of the policy;
- work to create a safe, secure, caring and friendly school environment for all students;
- ensure school staff have a clear understanding of the extent and nature of bullying that may take place in school;
- ensure that personal and social education curriculum helps to deal with anti-bullying;
- investigate all reported incidents of bullying;
- ensure that all students understand that bullying is wrong;
- ensure that all parents are aware of this policy and that we do not tolerate bullying;
- raise awareness of bullying with students, parents, staff and directors;
- consult with students and parents to identify the extent and nature of bullying in the school;
- inform parents of any incident of bullying and how it has been dealt with;
- ensure school staff report and record incidents of bullying;
- keep records of all incidents of bullying;
- keep records in a central log in order to build up a picture of concerns of individual students and in identifying patterns of behaviour;
- support any student who has been bullied;
- encourage any bully to change their behaviour;
- impose sanctions on any student who continues to bully;
- consider permanent exclusion in the most serious incidents of bullying;
- make effective use of relevant research and information to improve this policy;
- work closely with external agencies to support students who experience bullying;

- ensure effective supervision is in place between lessons, break times and lunchtimes;
- work with the wider community to deal with bullying that takes place outside school;
- deal with any form of bullying that takes place to and from school;
- proactively work with the police, parents/carers and the local community to help reduce local tensions;
- work closely with the link director and Vice Principal for Inclusion;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- report regularly the number of incidents of bullying and the outcomes to the Board;
- annually report to the Board of Directors on the success and development of this policy.

### **Role of the Coordinator (Vice Principal for Inclusion)**

The coordinator will:

- lead the development of this policy and all linked policies throughout the school;
- work closely with the Principal and the nominated director;
- provide guidance and support to all school staff to understand the signs or behaviour of someone being bullied;
- work with students to determine those parts of the school where they do not feel safe;
- have in place good systems at break and lunchtime to reduce the risk of bullying such as:
  - safe places for vulnerable groups
- organise an anti-bullying week;
- build students' resilience to bullying;
- ensure good arrangements are in place for students transferring from the primary to the secondary phase;
- work closely with external agencies to support students who experience bullying;
- display posters of national and local help lines and where help is available in school;
- make effective use of relevant research and information to improve this policy;
- keep up to date with new developments and resources;
- provide training for all staff on induction and when the need arises;
- help counsel students who have been bullied and those who use bullying behaviour;
- review and monitor;
- annually report to the Board of Directors on the success of this policy.

### **Role of the Nominated Director**

The nominated director will:

- work closely with the Vice Principal for Inclusion and the Principal;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- attend training related to this policy;
- regularly report to the Board;
- annually report to the Board on the success and development of this policy.

### **Role of School Staff**

School staff will:

- comply with this policy;
- be aware of all other linked policies;
- be aware of the signs of bullying in order to prevent bullying taking place;
- report all incidents of bullying;
- investigate all reported incidents of bullying;

- take all forms of bullying seriously;
- make sure that all students know what to do if they are bullied;
- encourage students to report any incidents of bullying to any member of the school staff;
- support any student who has been bullied;
- raise awareness of the wrongs of bullying through personal and social education and religious education;
- use preventative strategies in tutor times;
- undertake the appropriate training;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

### **Role of the Students**

All students will be expected to:

- be aware of and comply with this policy;
- report if they are being bullied;
- report if they see someone being bullied;
- discuss ways of preventing bullying through the school council;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- treat others, their work and equipment with respect;
- talk to others without shouting and will use language which is neither abusive nor offensive;
- support the school Behaviour Policy and guidance necessary to ensure the smooth running of the school;
- liaise with the school council;
- take part in questionnaires and surveys

### **Role of Parents**

Parents and Carers will be expected to:

- be aware of and support this policy;
- report to the school any concerns they have of their child being bullied;
- be assured that the school will deal with all incidents of bullying;
- be assured that they will be informed of incidents and will be involved in discussions;
- be asked to take part periodic surveys conducted by the school;

### **Training of School Staff**

All school staff will:

- have equal chances of training and career development;
- receive training on this policy on induction which specifically covers:
  - What is bullying
  - How to identify, prevent and manage bullying.
  - Types of bullying such as Cyberbullying, bullying of children with special educational needs, homophobic bullying and bullying around race, religion and culture.
  - Recognise bullying.
  - Anti-bullying strategies.
  - How to deal with a bullying incident.

- Counselling the bullied and bullies.
- Anti-bullying week.
- Tackling homophobia
- Building students resilience to bullying
- Working and co-operating with parents and carers.

- receive periodic training so that they are kept up to date with new information.

### Records

- Records will be kept in a uniform and systematic way.
- All reported incidents of bullying are investigated, dealt with and recorded.
- Records will be kept of all incidents as well as specific types of bullying and their outcomes.
- All incidents are categorised according to the protected characteristics which gives a clear picture of patterns of behaviour over each term / academic year.
- Records of incidents will be used to effectively track students through school;
- Records will be kept in a central log in order to build up a picture of concerns of individual students and in identifying patterns of behaviour;
- Parents are informed of all events and what actions have been taken.

### Counselling

- Counselling and support mechanisms are in place to help those who have been bullied.
- All perpetrators of bullying are given time to discuss why they have bullied and why their actions were wrong.

### Raising Awareness of this Policy

We will raise awareness of this policy via:

- the Intervention Team advice
- the school website
- induction training
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic workshops
- school events
- meetings with school staff
- communications with home such as Wavelength – the school newsletter
- information displays by the Intervention Team

## 3 Key Terms and Definitions

| ACRONYM | TERM           | DEFINITION   |
|---------|----------------|--|
|         | Cyber-bullying | Bullying through electronic means such as mobile phones and social media |

## Amendment Record

| VERSION # | DATE       | AMENDED BY | NATURE OF CHANGE           |
|-----------|------------|------------|----------------------------|
| 1.1       | 16.01.2015 | K. Ray     | Addition of cyber-bullying |