

BULLERS WOOD SCHOOL

Anti-Bullying Policy



Quod Potes Tenta
Strive to your Utmost

Policy created by: AHT Behaviour	Date of adoption: September 2022	Date to be reviewed: July 2025	To be reviewed by: AHT Behaviour
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Anti-Bullying Policy

OBJECTIVES OF THIS POLICY

- All governors, teachers and support staff, students and parents should have an understanding of what bullying is.
- All governors, teachers and support staff should know what the school policy is on bullying, and follow it when bullying is reported.
- All students and parents should know what the school policy is on bullying, and what they should do if bullying arises.
- As a school we take bullying seriously. Students and parents should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated by or towards any members of the school community.

AIMS OF THE SCHOOL IN RELATION TO BULLYING

The school aims to create a community in which each individual is valued and respected, regardless of their background, gender, ethnicity or sexual orientation. It is important therefore to create a safe environment in which students can grow in confidence and reach their full potential, free from intimidation or fear. The school's code of conduct and Behaviour Policy offer a robust framework for considerate behaviour in all aspects of school life and they are intended to provide a foundation for a happy and positive school in which learning will thrive.

Discussions on bullying take place within the school curriculum providing the opportunity for students to share views and ideas on behavioural issues. It is always emphasised that bullying is an unacceptable form of behaviour which will not be tolerated in the school community.

WHAT IS BULLYING?

Bullying is when an individual or a group of people intentionally make someone upset or hurt their feelings through unwanted and persistent physical or verbal abuse in person or online, or just disrupt their lives on more than one occasion. Forms of bullying include verbal, social, physical, emotional/psychological, racist, homophobic, sexual, cyber bullying. These terms are defined below:

- ❖ physical - hitting, kicking, taking or hiding belongings.
- ❖ verbal - name calling including racist remarks, insulting, laughing at or ridiculing someone.
- ❖ emotional –belittling, ignoring or excluding someone, spreading rumours, giving looks.
- ❖ cyber - misusing technology or online devices to hurt or humiliate another person
- ❖ Abusive or oppressive graffiti
- ❖ Extortion
- ❖ The destruction of property
- ❖ Unwanted sexual interest or contact
- ❖ An intellectual imbalance of power

Bullying in some form or another occurs in all schools. There are many definitions, but most have these three things in common:

- It is repeated aggression or intimidation
- It causes embarrassment, pain or discomfort and undermines confidence and self-esteem.
- It involves an imbalance of power

There may sometimes be misunderstanding about the meaning of the term 'bullying': one-off incidents, whilst they may be very serious and must always be dealt with, would not normally fall within the definition of 'bullying'. The school works hard to ensure that all students know the difference between bullying and simply "falling out". Friendship fallouts occur at times and occasionally there will be conflict between students. Bullying is repeated and occurs where there is an imbalance of power.

WHO HAS RESPONSIBILITY?

- Whole school community
- Leadership team will review bullying log policy and actions regularly
- Teaching and support staff will deal effectively with any bullying incidents they are aware of or made aware of
- Students will tell an adult if they see or hear any bullying actions towards any member of the school community
- Parents will support students by ensuring that they communicate any concerns that they have as soon as possible

PREVENTION OF BULLYING

Students:

Bullying is discussed at an early stage with tutors and during assemblies. Through the personal development program, students are encouraged to inform staff if bullying is taking place. It is also discussed at the School Council as appropriate.

Staff:

Staff will deal with observed instances of bullying promptly and effectively, in accordance with agreed procedures.

Teaching and support staff are encouraged to look out for and report to tutors possible signs of bullying, for example distress in students, deterioration of work, feigning illness, isolation and erratic attendance. The tutor may refer the matter to the appropriate Head of Year, who in turn, may consult the Leadership team.

Staff will discuss bullying with all tutor groups so that every student learns about the damage it does both to the individuals who have been bullied and to the bullies. They will also explain to students the importance of telling a teacher about bullying when it happens.

Internal Provision

Students can use the Speakout button on the Student VLE to raise concerns online. Any reported incident of bullying is recorded on SIMS and will be followed up after it has initially been resolved to ensure that the situation has been permanently resolved. The Anti-Bullying policy is available on the school website. Staff are provided with advice and regular training in how to recognise and deal with bullying at Bullers Wood. Students with a special educational need and/or disability who are concerned about bullying can seek support from the SENCO in addition to their tutor or Head of Year.

Outside agencies

Bullers Wood School seeks best practice from other agencies to support its work on promoting equality and celebrating diversity.

This policy works in partnership with the school's Behaviour and E-Safety policies regarding mobile phones and acceptable technology usage. In addition, this policy interacts with Bullers Wood policy on Equal Opportunities and is regularly monitored as to whether any group is disproportionately victimised and act accordingly.

Bullying online can be reported using the Speakout facility and where possible a screen shot or print out should be taken if it is thought that the bullying is by another student.

Parents:

Parents should contact the appropriate Form Tutor and/or Head of Year if they have any concerns and staff will pursue these in full.

Parents should advise their children not to retaliate violently to any forms of bullying.

A supportive approach between parents and school is seen to be very important in achieving the best outcomes for students

RECORDING AND REPORTING

Who can students tell?

Tutors, any teacher, Heads of Year, DSL, DDSL, parents, Speakout online tool.

Staff should report bullying either to the Head of Year or SLT Link for a specific year group. Any incidents should be recorded onto SIMS Behaviour Management system for all parties involved, clearly indicating alleged victim and perpetrator. Any Bullying Report forms completed should be attached as link documents to the student SIMS file, as well as copied to the student paper file. When a student does report bullying, the possible paths to resolution will be explored with them before action is taken. Action will not be taken by staff without prior discussion with the victim.

PROCEDURES FOR DEALING WITH BULLYING

Any incidents should be recorded on CPOMS for all parties involved, clearly indicating alleged victim and perpetrator (link all students involved onto the entry). This is important should there be concerns around child to child abuse.

Any Bullying Report or Incident Report Forms completed should be attached as link documents to the student's CPOMS file, as well as copied to the paper file. When a student does report bullying, the possible paths to resolution will be explored with them before action is taken. Action will not be taken by staff without prior discussion with the victim.

- The victim will complete a Bullying Report form prior to verbal interview and investigation
- The victim and perpetrator will be interviewed and the seriousness of the incident assessed
- The parents of the victim and perpetrator will be informed
- The Head of Year will determine whether to initiate the proceedings in line with the School's Behaviour Policy

Bullying of any 'protected characteristic' must be reported directly to the Leadership Link for the appropriate year group and details recorded in the Equalities Log with the Head's PA. The 'protected characteristics' are; age, gender reassignment, being married or in a civil partnership, being pregnant or on maternity leave, disability, race including colour, nationality, ethnic or national origin, religion or belief, sex, sexual orientation.

Racist bullying must be reported directly to the Leadership Link for the appropriate year group and recorded as a Race-Related Incident in the Equalities Log.

Procedures for staff who are informed of an incident or ongoing bullying:

1. Offer the victim support by listening carefully and sympathetically treating every incident as potentially serious and obtain a written account of the situation. This can be recorded on the Bullying Report Form (see appendix).
2. Reassure the student; tell them that help is available, action will be taken to investigate, it is not their fault and that they will not have to face this on their own.
3. It is important that confidentiality is respected and the student's privacy is protected, but a teacher must not give guarantees not to tell anyone. Often students worry about others finding out they have 'told'.
4. This should then be referred to the relevant Form Tutor or Head of Year for investigation as appropriate. If the student is at immediate risk Walkabout must be informed to investigate at the earliest opportunity, SLT must be consulted as necessary.
5. The Head of Year or Form Tutor will talk to the victim initially, and then the person(s) accused of bullying separately and obtain their versions of events verbally and in writing.
6. The Head of Year or Form Tutor will talk to any other students involved and similarly obtain a written account.

7. The Head of Year will review the incident when all accounts are collected and inform Leadership link for appropriate year group. Depending on the severity of the bullying, the Head of Year or Leadership link will bring parties together to discuss the situation and the interpretation of incident. It will be made clear to all that bullying is unacceptable. It will be emphasised that the expectation is that this will be the end of the incident and should there be any further repercussions from either side that staff must be informed immediately.
8. Appropriate sanctions will be decided by the Head of Year in line with the School's Behaviour Policy and these may include restorative conversations with the victim. In the most serious of incidents SLT will be consulted with, and sanctions may include time in Inclusion, a fixed term exclusion or be permanently exclusion from school. Sanctions must accurately be recorded on SIMS.
9. Incidents to be recorded directly onto CPOMS. If an incident is race-related a separate note will be recorded in Equalities Log, which is held with the Head's PA. Copies of all completed paperwork must go in all involved student's files.
10. The Head of Year will inform all sets of parents by telephone and letter/email and enlist their support in reinforcing the advice given to students.
11. Monitoring of the situation will be maintained by staff involved with a regular review, the date(s) of which should be clearly established.
12. The appropriate member of the Leadership Team should be informed and/or involved by the Head of Year.
13. If it is apparent that a victim or bully needs further support or guidance they may be referred to an appropriate agency, such as the School Counsellor.
14. Some forms of bullying are illegal and should be reported to the Police. These include: violence or assault, theft, hate crimes and repeated harassment or intimidation, for example name calling, threats and abusive phone calls, emails or text messages.

Procedures for Student to Staff Bullying

- Teacher(s) to speak to students involved.
- Explain unacceptable behaviour as in the School's Behaviour Policy.
- Follow the Behaviour Policy.
- Request a meeting with parents.

Procedures for Staff to Student Bullying

- It is recommended that students talk to the Head of Year or a member of the SLT.
- A member of SLT will discuss the allegation with the teacher involved and will follow the procedures for Dealing with Allegations against Staff and Volunteers.

Procedures for Staff to Staff Bullying

- Procedures to be followed in accordance with the Grievance and Discipline Procedures.

Procedures for staff who are informed of an incident or ongoing bullying problems:

1. Offer the victim support by listening carefully and sympathetically treating every incident as potentially serious and obtaining a written account of the situation. This can be recorded on the Bullying Report Form (see appendix). This should then be referred to the relevant Form Tutor or Head of Year for investigation as appropriate.
2. The Head of Year or Form Tutor will talk to the victim initially, and then the person(s) accused of bullying separately and obtain their versions of events verbally and in writing.
3. The Head of Year or Form Tutor will talk to any other students involved and similarly obtain a written account.
4. The Head of Year will review the incident when all accounts are collected and inform Leadership link for appropriate year group. Depending on the severity of the bullying, the Head of Year or Leadership link will bring parties together to discuss the situation and the interpretation of incident. It will be made clear to all that bullying is unacceptable. It will be emphasised that the expectation is that this will be the end of the incident and should there be any further repercussions from either side that staff must be informed immediately.

5. Appropriate sanctions will be decided by the Head of Year in line with the school's Behaviour Policy and these may include restorative conversations with the victim. In the most serious of incidents, sanctions may include time in inclusion or exclusion from school.
6. Incidents to be recorded directly onto SIMS Behaviour Management log and inform Form Tutor. If an incident is race-related a separate note will be recorded in Equalities Log.
7. The Head of Year will inform both sets of parents by telephone and letter/email and enlist their support in reinforcing the advice given to students.
8. Monitoring of the situation will be maintained by staff involved with a regular review, the date(s) of which should be clearly established. This should be recorded directly into SIMS Management.
9. The appropriate member of the Leadership Team should be informed and/or involved by the Head of Year.
10. If it is apparent that a victim or bully needs further support or guidance they may be referred to appropriate agency.

See appendix 1,2 and 3 for further information

MONITORING AND REVIEWING

The logging of incidents involving bullying is completed by Heads of Year and monitored on a daily basis for serious incidents, weekly for individual incidents and half termly by Heads of Year and Leadership link looking for patterns across year groups and whole school. Following regular review of the bullying incidents, if any patterns are identified which require specific learning within the school community then targeted work is done. For example, regarding inappropriate language this may be built in to a Personal Development session or an assembly. The termly monitoring is reviewed by a governor and Deputy Head for Behaviour. Incidents are followed up and monitored in the month after the incident. The policy is reviewed before its review cycle if this is deemed necessary. The policy and procedures are reviewed every 3 years.

PARENTAL INVOLVEMENT

The parents of the perpetrator(s) and the parents of the victim will be informed of any incident and the action that has taken place. Parents are reminded that they or their children must tell the school if there is an issue with bullying. Keeping information from the school will never help a problem to be solved and may prolong the period a target has to suffer. Parents can inform the school via their child's tutor in the first instance, if they feel the situation has not been resolved they should contact the Head of Year or failing that the Assistant Headteacher responsible for the appropriate year group. This contact can be via email, telephone, or appointment.

SUPPORT

Victims of bullying will be monitored closely by Heads of Year after an incident has been dealt with and offered counselling if required. The student's tutor will monitor matters to try to ensure that the student does not suffer further abuse. It is vital that the student tells someone if the bullying continues. A buddy system can be offered using student volunteers to buddy and befriend any students who are being bullied or are having other difficulties. These buddies may be within their peer group or with older students depending on need.

Perpetrators of bullying will also be monitored closely by Heads of Year and Tutors to ensure that repeated incidents do not occur. If appropriate, the perpetrator may be offered behavior mentoring, counselling or peer support.

Training and support for teaching and support staff in dealing with bullying will be offered as necessary to ensure that all staff feel confident in challenging and addressing bullying in school.

BULLYING INFORMATION, SUPPORT & HELP-LINES

Additional sources of guidance and information:

Outside agencies who can offer support are:

Childline: 0800 1111

NSPCC: 0800 800 5000

Samaritans: 08457 90 90 90 Connexions: 080 8001 3219

Map safe routes to school (software available from MAP IT Ltd 01487 813745)

Kidscape 2 Grosvenor Gardens, London, SW1W 0DH. Tel: 0207 730 3300 Has a wide range of publications for young people, parents and teachers. Bullying counsellor available Monday to Friday, 10-4.

Stand up to Bullying www.standuptobullying.co.uk

Advice for parents and children about dealing with bullying. Bullying UK www.bullying.co.uk Telephone: 0808 800 2222

UK Safer Internet Centre <https://www.saferinternet.org.uk/>



Bullers Wood Bullying Report Form

Name:

Date:

Tutor group:

*We take any incidents of bullying very seriously. To enable us to find the best way of supporting you, it is helpful if you are able to answer as many of the questions as possible. **Thank you.***

1. Names of the bullies (or, if you don't know their names, a description).
2. When and where it takes place.
3. What happens? What is being said or done?
4. When did it start? How long has it been going on for?
5. How often does it occur?
6. Are there any witnesses or other people who could help?
7. Who (if anyone) have you told so far?
8. What (if anything) have you done about it so far?
9. Have you got any ideas about what you would like to be done about it or what help you would like to receive?

Appendix 2

Responses regarding victim

<u>Action</u>	<u>Resources</u>	<u>Completed Y/N</u>
Ensure the immediate safety of the victim. First Aid assessment made.		
Separate the victim and the bully	Look at timetables and ensure students are not in the same class. Any long term class changes must be agreed with parent/carer and written confirmation received.	
Start a formal investigation	Collect accounts from both victim and bully, appendix 1 Collect accounts from witnesses	
Inform parents / carers that an investigation has been started	Send a holding email stating you are investigating and will get back to them ASAP.	
Reassure the victim using positive reinforcement that reporting the incident was the correct thing to do. Reassure the victim that they are not responsible for the behaviour of the victim.		
Log incident on SIMs and CPOMs		
Ensure AHT Student Support is aware investigation taking place and liaise regarding next steps		
Provide strategies to the victim to help them prevent incidents of bullying happen in the future	Provide assertiveness training Discuss these strategies with parents/carers	
Provide a support group for the victim	Ensure the victim has confidence in re- joining a class or back into school life	
Provide practical support to ensure a smooth integration back into school life	Provide extra supervision at break or lunchtimes if needed	
Offer emotional support therapies to the victim and bully if needed	Counselling – offer this again if it is not accepted initially.	

Update parents with the results of the investigation	Ask parents/ carers if they are happy with the way school has resolved / handled an issue and ask for feedback.	
To review the impact of the procedures put into place	Complete a Young Person's View form when appropriate and upload to CPOMs with a record of all actions taken	

Appendix 3

Response regarding bully

<u>Action</u>	<u>Resources</u>	<u>Y/N</u>
Ensure the alleged bully has completed an account		
Ensure that the alleged incident cannot be repeated	Take any appropriate action e.g Look at timetables and ensure students are not in the same class.	
Ensure SIMs and CPOMs record the perpetrator's role		
Ensure the student is aware they have breached the School's Behaviour policy	Sign behaviour contract	
To ensure the victim of bullying is safe the alleged bully may have a loss of privileges whilst an investigation is taking place – such as normal break and lunchtimes		
Parents / carers are informed an investigation is taking place		
In the case of cyber bullying capture screen shots of the material available	It is important to establish if malicious harm is meant. These may be sent home at some stage / shared with parents / carers	
An offer will be made for mediation between the two parties	Head of Year to mediate a facilitated and structured conversation between the affected students	
Contract created	Agreement created which the perpetrator signs to show willing that actions will stop	
Sanctions may include any of the following:	<ul style="list-style-type: none"> • Removal of perpetrator from a class until a time when the victim feels safe to be back in a lesson with the bully • Detention • Inclusion 	

	<ul style="list-style-type: none"> • Prohibited from using technology in school for a fixed period of time • Being placed on report to the HoY or AHT • Fixed term suspension • Permanent exclusion (where physical violence has been used) 	
Offer of support with regard to meeting school's expectations regarding behaviour	Counselling referral made. Sessions will focus on how to behave in appropriate way as well as explore the reasons why a perpetrator may have become a bully.	
Use of school 's reward system in school	Staff encouraged to use praise and reward to help student adapt to school's expectations	
Consider whether external agencies need to be contacted	Police Liaison Officer Police Any other suitable consulting organisation with specific focus e.g. online safety	
Support provided for the future	A pastoral support plan may be created and reviewed with parents at a set time	

Please note: This list is not exhaustive or prescriptive and each incident may allow for some variation in how the situation is managed.