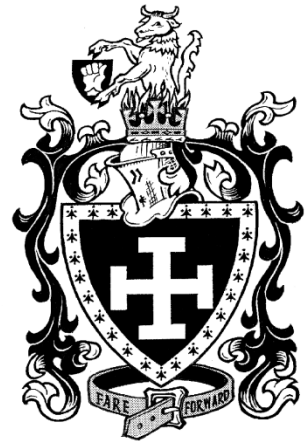


# **Buckler's Mead Academy**



## **Policy Document**

# **ANTI-BULLYING POLICY**

Policy Title:	Anti-Bullying Policy (students)
Author:	Sara Gorrod
Document Reference:	
Date Produced/Reviewed:	1 July 2010 Updated March 2016
Recommended by (Advisory Group / Committee / SLT):	SLT/Chair of Directors
Date Adopted:	March 2016
Date published on website (if applicable):	March 2016
Signed By:	..... Chair of Directors
Review Frequency:	At least every 7 years
Review Date:	By March 2023

## **Buckler's Mead Academy Anti-Bullying Policy**

**Buckler's Mead Academy promotes a safe learning environment where everyone feels able to enjoy and achieve and where success is recognised and rewarded.**

### **Philosophy**

We believe that for everyone to fulfil their potential, Buckler's Mead Academy should be a place where students, staff, families and other visitors are made to feel welcome and comfortable, where everyone is treated with respect.

We believe that all children and young people have the right to protection from harm, neglect and abuse and that their well-being is of paramount importance.

Bucklers Mead Academy aims to ensure good relationships between all members of its community and that learning and personal development takes place in a climate of trust, safety and confidence.

The academy has a system of rewards, which aims to motivate and encourage students as well as helping to build individual self-confidence and self-esteem. Buckler's Mead Academy values everyone's unique contribution to our community.

Everyone has a responsibility for safeguarding and promoting the well-being of all students and all staff have a duty of care to ensure our students are protected from harm.

### **Principles**

The academy will:

- Adopt a definition of bullying that is agreed across the academy.
- Have a consistent approach to any bullying incidents that occur.
- Raise awareness of bullying and promote positive relationships based on mutual respect.
- Seek to involve all stakeholders in the implementation and monitoring of this policy.
- Promote positive action to prevent bullying through our PSHE programme and related activities.
- Provide support for all members of staff that may be involved in dealing with an incident of bullying.
- Provide appropriate training for both staff and students to support the implementation of the policy across the academy.
- Ensure fair treatment for all, regardless of age, culture, disability, gender, religion or sexuality, and encourage understanding and tolerance of different social, religious and cultural backgrounds.

### **Definition Of Bullying**

***'A persistent, deliberate attempt to hurt or humiliate someone.'***

There may sometimes be a misunderstanding about the meaning of the term 'bullying'. One-off incidents, whilst they may be very serious and must always be dealt with, do not fall within the definition of "Bullying".

## **Types of Bullying**

There are various types of bullying, but most have three things in common:

- It is deliberately hurtful behaviour.
- It is repeated over time.
- There is an imbalance of power, which makes it hard for those being bullied to defend themselves.

There are various forms of bullying which can include:

- Bullying related to race, religion or culture
- Bullying related to special educational needs
- Bullying related to appearance or health
- Bullying related to sexual orientation
- Bullying of young carers or looked after children, or related to home problems
- Sexist or sexual bullying
- Cyber

The lives of students who are bullied are made miserable; they may suffer injury, they may attend erratically, they may lose self-confidence, they may underachieve educationally and socially. Many of the outward signs of bullying can be the same as other indicators of abuse such as:

- Low self-esteem, unhappiness, fear, distress or anxiety.
- Non accidental injuries (including self-harm)

If unchecked, others may come to see bullying behaviour as acceptable within the academy. It is not unknown for victims to become bullies of younger or more vulnerable students than themselves. Bullying can and frequently does have long term effects on victims which may impact on their adult lives.

## **Roles and Responsibilities**

The Head Teacher is ultimately responsible for the well-being of all students and staff. All staff, students, parents and Directors should be made aware of the policy alongside awareness being raised of the issues associated with bullying in academies.

The Assistant Headteacher with responsibility for student support has been designated to oversee the safeguarding and well-being of students. Their role includes the following responsibilities:

- To liaise with the Head Teacher on all matters regarding the safeguarding of children.
- To ensure all staff are aware of the contents of the 'Anti-Bullying Policy' and that its procedures are adhered to, through regular training.
- To liaise with appropriate staff to ensure the implementation of whole academy initiatives to highlight aspects of bullying, including Anti-Bullying Week.
- To ensure the use of appropriate assemblies to support the Anti-Bullying culture.
- To monitor and record all reports of incidents of bullying. All incidents of bullying will be recorded centrally on the Bullying Analysis Spreadsheet.
- To ensure the appropriate Head of Year monitors students involved in bullying and keeps the parents/carers informed.

- To liaise with the police as necessary.
- Data of bullying incidents will be analysed on a half termly basis.

The Network manager, with the support of SLT, is responsible for the monitoring of the E-Safety and ICT policy. Students who violate the rules included in this policy will be sanctioned.

Academy staff have the following responsibilities:

- Staff should be alert to any potential incident of bullying and intervene when instances are noticed. Bullying that occurs offsite, such as online bullying, should be investigated and actioned by the Academy where appropriate.
- Minor incidents of disagreement should be addressed by form tutors/subject teachers and can be dealt with effectively by reference to the academy's Behaviour 4 Learning Policy.
- Incidents that constitute bullying should be referred to the victim/bully's form tutor(s) who will liaise with the Head of Year over action to be taken.
- The Head of Year is responsible for clarifying the facts through thorough investigation and taking statements from the bully, any victims and witnesses.
- The Head of Year, having clarified the facts, will inform all parents/carers of the incident, record the incident centrally through 'My Concern' and liaise with the Assistant Headteacher with responsibility for student support regarding the sanction.
- Bullying is a Level 3+ offence in the Behaviour 4 Learning Policy and following appropriate investigation and considering the circumstances and history, any of these strategies can be applied:
  - Internal exclusion, during break and lunchtime, until investigation completed
  - Academy detention
  - Fixed term exclusion
  - Permanent exclusion
  - Restorative discussions
  - Referral for counselling/victim support
  - Written or verbal apology
  - Parent/carer interview with HoY and SLT member leading to parental assistance in applying support or strategies or deterrents as necessary
  - Continued monitoring of victim/bully individually
  - Referral to external agencies e.g. Social Services, Educational Psychologist or PCSO.

Students have the following responsibilities:

- Ensuring that previous victims of bullying are not isolated from groups of friends.
- Intervening appropriately when someone is being bullied and making it clear to the bully that his or her actions are unacceptable.
- Informing a member of staff that bullying is happening.
- Encouraging the victim to join in activities and groups.
- Discussion and consideration of bullying issues in PSHE lessons.

### **The Responsibilities of Parents**

We ask our parents to support their children and the academy by:

- Watching for signs of distress or unusual behaviour in their children, which might be evidence of bullying.

- Advising their children to report any bullying to a member of staff and explain the implications of allowing the bullying to continue unchecked, for themselves and for other pupils.
- Advising their children not to retaliate violently to any forms of bullying.
- Being sympathetic and supportive towards their children, and reassuring them that appropriate action will be taken;
- Keep a written record of any reported instances of bullying
- Informing the academy of any suspected bullying, even if their children are not involved; Co-operating with the academy, if their children are accused of bullying, try to ascertain the truth.
- Pointing out the implications of bullying, both for the children who are bullied and for the bullies themselves.

### **Parental Advice on Facebook**

Here are some suggested guidelines on how to support your children using Facebook safely:

- The terms and conditions for Facebook state that users need to be 13 years of age. Anyone under that age who has an account is violating the terms and conditions and you can report them at <http://on.fb.me/dTSqRP>.
- Don't be afraid to set boundaries for your children and explain that, as with other forms of media, there are age restrictions on using certain websites.
- Create a Facebook account yourself and be 'friends' with your teenage children. This will enable you to monitor what they post on their wall and who they add as 'friends'.
- Facebook explicitly states that no person should abuse, harass or bully other people through posts or comments. If you come across any information that breaches this specific rule you can report it to Facebook. Guidelines on how to do this can be found at <http://on.fb.me/ePpM93>.
- In order to ensure that your teenage children are aware of some of the potential risks on Facebook, make sure that they are aware of the 'CEOP' and 'thinkyouknow' websites, so that they can get information about staying safe online and report any concerns.
- Ensure that you educate your children about their digital footprints. More colleges, universities and employers are researching candidates for jobs by searching social networking sites. A negative post or unsuitable photograph could come back and haunt your teenage children in later years and prevent them from gaining certain employment.
- Finally, teach your children to send positive posts. Schools and the police are taking seriously negative and libelous comments about educational professionals and it could lead to exclusion or legal action against them.

### **Mobile Phone Safety**

Advise your children:

- To only give their number to family and friends they know well and trust.
- Not to be persuaded by anyone to confide very personal information about themselves or

to do anything which they would be ashamed or embarrassed by if it was later circulated to others online.

- To think very carefully before sending any pictures and video clips of themselves – these are easy to change and could end up in the wrong hands.
- Not to reply to text or picture messages that they don't want to receive – the best way to deal with bullying is not to react.
- Not to leave their name on their voicemail as this confirms to any callers that it's their mobile.
- To tell someone they trust if anyone uses a camera phone in a way that makes them feel uncomfortable.
- Not to leave their mobile unattended.
- Not to leave their Bluetooth on and use a generic, not a personal name.

What to do if your child is bullied by mobile phone:

- If the bullying is serious or involves offensive content, then inform the Police.
- If the bullying doesn't stop, then change their phone number. Call the provider's Customer Service team.
- Don't delete nasty messages – you may need to show them to teachers or the Police.

### **Allegations against Staff**

Buckler's Mead Academy believes that all members of the academy are entitled to protection from bullying. Inappropriate behaviour between students or staff will not be tolerated and any concerns or allegations of impropriety will be dealt with quickly, fairly and sensitively through the Allegations Policy.

Any staff disclosing information regarding inappropriate behaviour by colleagues, will be listened to and supported by SLT, in line with the Whistle Blowing Policy.

### **Links with Other Policies**

This policy has been developed and evaluated with a view to safeguarding and promoting the wellbeing of all our students.

It links with the following policies, which can be read in conjunction:

- Behaviour 4 Learning Policy
- Attendance Policy
- Teaching and Learning Policy
- E Safety and ICT Policy (Student)
- Staff ICT Acceptable Use Policy
- Allegations Policy

### **Evaluation and Monitoring**

This policy is a dynamic document and will be updated as new guidance is produced or, in response to research, review or other events that have not previously been covered in depth.

Monitoring of the policy will involve consideration of the following data; any reduction in the number of incidents referred for attention; monitoring individual victims/bullies with a view to

improved circumstances; positive feedback from parents, students and staff; monitoring of the willingness in students to report instances of concern; tracking of incidents to inform future decisions around safeguarding of students around the site and with regards ICT access.

### **Impact on Work Life Balance**

This Policy has no significant impact on the workload of staff as the requirements are within professional expectations.

### **Sites for Further Information**

[www.antibullyingalliance.org](http://www.antibullyingalliance.org)

[www.beatbullying.org](http://www.beatbullying.org)

[www.bullying.co.uk/children](http://www.bullying.co.uk/children)

[www.bullying.org](http://www.bullying.org)

[www.childline.org.uk](http://www.childline.org.uk)

[www.antibullying.net](http://www.antibullying.net)

[www.ceop.police.uk](http://www.ceop.police.uk)

[www.t-mobile.co.uk/help-and-advice/advice-for-parents/](http://www.t-mobile.co.uk/help-and-advice/advice-for-parents/)

[www1.orange.co.uk/documents/regulatory\\_affairs/guide\\_for\\_parents.pdf](http://www1.orange.co.uk/documents/regulatory_affairs/guide_for_parents.pdf)

[www.vodafone.com/content/index/parents.html](http://www.vodafone.com/content/index/parents.html)

[www.o2.co.uk/parents](http://www.o2.co.uk/parents)





## Buckler's Mead Academy Anti-Bullying Charter

**Bullying is when you as an individual or as part of a group 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. Different ways vary from verbal, social, physical, emotional/psychological, racist, homophobic, sexual, cyber bullying**

### **As an academy we will:**

- Take bullying seriously when it is reported.
- Support the victims of bullying and help them to feel safe within academy.
- Take action against the bully/s and support them in changing their behaviour.
- Work with parents/carers of any student who is involved in bullying to support and encourage the student/s in finding solutions.
- Either internally or fixed term exclude pupils who bully and do not try to change their behaviour.

### **As a student:**

- As part of Buckler's Mead Academy community I have a responsibility to help combat bullying by supporting other students.
- I will not gang up on other students.
- I will not join in when students are making fun of another student.
- I will not turn a blind eye to victimisation or bullying, I will **tell** someone.
- I will follow the acceptable language guidance within the B4L policy.

### **If I see someone being bullied I will:**

- Report it on 'Connect', tell my tutor or find another member of staff who I can speak to.

### **If I am being bullied:**

- I will report it on 'Connect', to my tutor or another member of staff who will listen and support me.
- I can report anonymously if I am more comfortable with this.
- I understand that I can speak to a prefect who will listen and support me.
- I understand that action will be taken against the person who is bullying me.

### **If I display bullying behaviour:**

- I accept that my behaviour will have to change with immediate effect.
- I will be listened to and helped as to why I am behaving in this way.
- I will accept support and encouragement to change my behaviour.
- I accept if I continuously bully people I will be punished with either an internal or fixed term exclusion.

I will sign the Charter to show that I support and will adhere to the Buckler's Mead Anti-Bullying Charter.

Signed..... Student

## **Tiered Response to Bullying at Buckler's Mead Academy**

1. Friendship fallout or isolated incident between students – Not Bullying

Restorative Conversation/Apology - Actioned by Tutor (Parents informed)

2. Repetition of choice towards others which causes upset or distress – Potentially Bullying Behaviour

First Instance – Restorative Justice/Apology/Detention/restate expectations about acceptable behaviour towards others (Tolerance and Respect) – Actioned by Tutor (Parents informed).

Repetition towards same target or another target – Restorative Justice/Apology AND Sanction (Level 2 Detention) – Actioned by Head of Year (Parents informed).

3. Continuation of choices towards others which fit the Buckler's Mead Academy definition of Bullying – Bullying Behaviour

Bully Meeting – Actioned by Head of Year, tutor invited and possibly parents  
Actions agreed to support bully in changing behaviour, refer to Inclusion Department if appropriate. Standard letter to parents informing of meeting

4. Following Head of Year meeting, persistent choices towards others which fit the Buckler's Mead Academy definition of Bullying – Bullying Behaviour

Actioned by Head of Year

Sanctions – Internal Exclusion

Support – Inclusion Department feedback to Pastoral team on progress and barriers.  
Head of Year informs parents of student's continued choices.

5. Continued persistent choices which fit Buckler's Mead Academy definition of Bullying – Bullying Behaviour

Head of Year refer to SLT

Actioned by SLT

Sanction – potentially Fixed Term Exclusion or removal from lessons to IEC. SLT meeting with parents.

Dear Parents,

I am writing to inform you that [NAME] has been regularly entered into our Bully log and as a result, a Head of Year Meeting has taken place.

All observed or reported incidents of bullying are recorded within the academy's Bullying log and targets of bullying are given the opportunity to complete a Bully Sheet. These records are monitored and if a student's name is regularly entered, where difficulties are not resolved, or where specific behaviour patterns are exhibited by students, a Head of Year meeting will take place. These meetings address the issues, making clear the unacceptable nature of the behavior. Continuation of this behaviour will be unacceptable and may result in further, more serious sanctions, such as a withdrawal from lessons, a meeting with parents and/or a fixed term exclusion.

For further information, please refer to the academy's 'Anti-Bullying' Policy. In addition, all young people at Buckler's Mead Academy have signed our Anti-Bullying Charter which makes clear our expectations.

We want young people at Buckler's Mead Academy to feel confident that, as far as possible, they will be protected from bullies. However, it is recognised that the bully's own motives need to be examined and their needs addressed. Bullies are themselves often emotionally insecure and lacking self-esteem and staff at Buckler's Mead Academy will support your child in managing their behavior more appropriately. Both bullying and target behaviour is learned and so can be unlearned.

At Buckler's Mead Academy, we strive towards an environment where young people can be supported in addressing their education, emotional, spiritual and social needs and achieve their full potential. All forms of bullying interfere with this, therefore such behaviour will not be ignored and your support with this matter is appreciated.

If you would like the opportunity to discuss this matter further please do not hesitate to contact your child's Tutor or Head of Year.

Yours sincerely

MR PAUL MATTOCKS  
Assistant Headteacher (Inclusion)

Dear Parent,

I am writing to you as your child has reported an incident of bullying to us and I wanted to reassure you that we take bullying seriously at Buckler's Mead Academy.

We want young people at the academy to feel confident that as far as possible, they will be protected from bullies.

At Buckler's Mead Academy we strive towards an environment where young people can be supported in addressing their education, emotional, spiritual and social needs and achieve their full potential. All forms of bullying interfere with this, therefore such behaviour will not be ignored and your support with this matter is appreciated.

For further information, please refer to the academy's 'Anti-Bullying' policy. In addition please be aware of the 'Connect' system which can be used to report any concerns regarding bullying.

If you would like the opportunity to discuss this matter further, please feel free to contact your child's tutor or Head of Year.

Yours sincerely

MR PAUL MATTOCKS  
Assistant Headteacher (Inclusion)