



**SIMON BALLE ALL-THROUGH SCHOOL**

## **ANTI BULLYING POLICY**

**First Issue: September 2013**

**This Review: October 2017**

**Next Review: October 2019**

**Committee Responsible: Student**

## Anti- Bullying policy

Everyone at Simon Balle All Through School has a right to feel safe, welcome and happy. Individual differences, strengths and interests are promoted and celebrated. Our aim is that everyone should be able to achieve their potential and grow and develop as a future citizen. For this reason there is zero tolerance to bullying, which has no boundaries. This means that we reserve the right to intervene in incidents that happen outside of the normal school day to an extent that is reasonable.

Bullying of any sort is contrary to our ethos and values, obstructing equality of opportunity. Indeed it is everyone's responsibility to ensure that bullying does not happen at Simon Balle and if it should, it must be eradicated and dealt with as soon as possible.

We at Simon Balle will:

- Promote and build upon our strong anti-bullying ethos
- Be committed to challenging attitudes and actions which may lead to intolerance and bullying
- Ensure that victims feel confident to speak out
- Understand the local and national context, in particular the new dominance of cyber bullying
- Help to differentiate "falling out" with others and relationship issues with bullying
- Ensure that our PHSEE programmes and community activities send out a clear message of no tolerance and make explicit links to other focus areas such as British values, anti radicalization and gender education
- Constantly monitor and review our promotion of equalities

### What is bullying?

While there is no single definition, bullying is:

- Intended to cause hurt or distress
- Repeated attacks upon an individual or targeted group
- An imbalance of power between two individuals - perpetrator and target
- Direct (physical- pushing, kicking, taking possessions) (verbal- name calling, racist remarks) or indirect (exclusion from a group, spreading rumours) The medium for promoting this can be actual or electronic, or a combination of both

We will ensure that students will:

- Learn about bullying behaviours as part of the PHSEE programme

- Be aware that bullying at all times is simply wrong and unacceptable. Equally doing nothing when bullying is witnessed is unacceptable.
- Understand that cyber bullying has serious consequences
- Have the opportunities to develop skills to resist and deal with bullies
- Be provided with a secure and safe internet access at school

Parents and families play a key role. They should:

- Be positive role models in speech and actions
- Discourage their children from using bullying behaviour and language at school, home or in the wider community
- Take an active interest in their child's school life, promoting a wide circle of friends and teaching tolerance
- Watch for signs to see if their child is bullied or indeed is bullying others
- Understand the issues surrounding inappropriate use of phones and internet
- Understand their responsibility to supervise the internet at home, checking phones from time to time
- Accept that their child may be involved in acts of bullying (either as target or perpetrator) and work with the school to combat this
- Not get directly involved with any issues by contacting other students, their parents etc, if the school is dealing with this
- Ensure, when appropriate, confidentiality is maintained

### Signs and symptoms

There are a number of signs, which can be linked to bullying, although equally these same signs may be related to something else.

- Does not want to come into school
- Frightened to travel to school
- Truancy
- Becomes anxious and withdrawn
- Changes occur in effort and attainment
- Feels ill
- Comes home with possessions damaged or constantly lost
- Asks for money or takes money
- Unexplained bruises or cuts
- Bullies other siblings
- Stops eating

### Actions to prevent bullying

We aim to educate all of our students about bullying and how it is unacceptable:

- Through our school ethos and modeling of behaviours
- Through the curriculum and other learning opportunities

- By teaching students how to keep safe and in particular through the delivery of the protective behaviours programme
- By assemblies
- Through monitoring of ipad usage on a regular basis
- By banning the use of phones in school at Key Stages 1, 2 and 3
- From an annual anti-bullying survey, which will inform actions
- Through the Student Parliament structure, with governor presence, to analyse patterns and trends. This will help to monitor, inform actions and impact
- Parent education programmes

All reported instances are taken seriously and will be explored. Students must inform their Class teacher/HOY who will then deal with the case or pass on to Leon Brown, Director of Care and Wellbeing. Leon Brown is overall responsible for the strategy on the anti-bullying framework.

A record of all instances will be kept.

Each case will be dealt with fairly, consistently and reasonably. The following examples of action may occur:

- Involvement of parents (both target and perpetrator)
- Sanctions (persistent bullying or repeated patterns will trigger the anti bullying ladder of sanctions) APPENDIX 1
- Circle time
- Restorative justice
- Police involvement
- Peer buddying
- Coaching
- Fixed term exclusions, alternative timetables or in extreme cases permanent exclusion

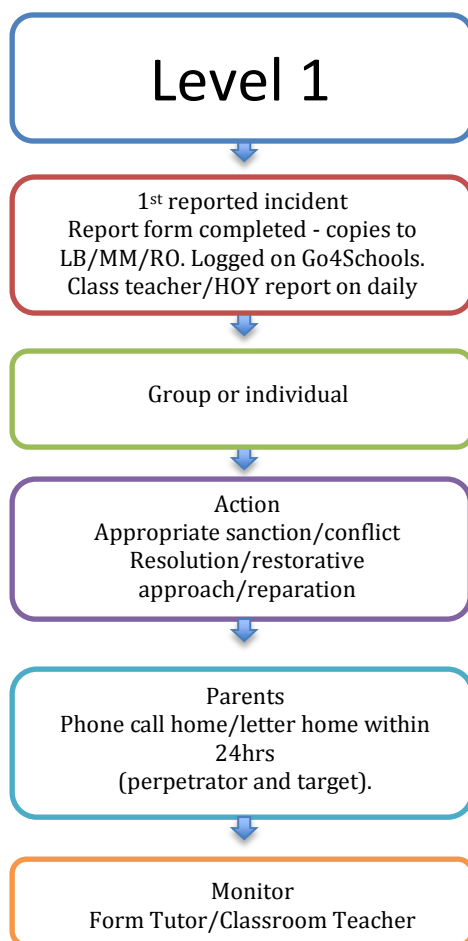
### Cyber Bullying

Cyber bullying is unfortunately on the increase and this is a result of either deliberate or sometimes naive action. It can affect another student directly who attends the school, families or someone in the community. At all times it may damage the school's reputation. The school therefore reserves the right to be involved whether the electronic material was produced within or outside of the school day, on a school device or a personal device, if cyber bullying is suspected. Students must be aware that some forms of cyber bullying are illegal and that the police may be informed. Further the school will have the right to review digital material held or accessed by any student in the school including their email, and on their mobile phones

### The 5 Stage Anti-Bullying Framework (see below)

- This will be communicated to students and parents alongside the anti-bullying education programme.
- A student can move straight up the stages depending on the incident. For example, a serious incident could put a student straight on Stage 3
- If no further incidents occur the student will drop one stage per term. They will always however remain on Stage 1 for monitoring purposes only
- The decision to place a student on the anti-bullying framework will be made after careful consideration of the evidence and will be based on 'probability'
- Any reported instances will be reported to FGB in the termly behaviour report. Data from each incident will be carefully logged, as per the procedure, with appropriate paperwork

## Anti - Bullying Framework



## Level 2



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graph TD; A[Level 2] --> B["Continuing concerns  
Report form completed copies to  
LB/MM/RO. Logged on Go4Schools  
Class teacher/HOY report on daily log"]; B --> C[Group or individual]; C --> D["Action  
Appropriate sanction/conflict  
resolution/restorative approach/reparation.  
Daily report (focusing on specific behavior)"]; D --> E["Parents  
Meeting at school  
Phone call home/letter home within  
24hrs (perpetrator and target)"]; E --> F["Monitor  
Daily/Form Tutor/Classroom Teacher"];
```

Continuing concerns  
Report form completed copies to  
LB/MM/RO. Logged on Go4Schools  
Class teacher/HOY report on daily log

Group or individual

Action  
Appropriate sanction/conflict  
resolution/restorative approach/reparation.  
Daily report (focusing on specific behavior)

Parents  
Meeting at school  
Phone call home/letter home within  
24hrs (perpetrator and target)

Monitor  
Daily/Form Tutor/Classroom Teacher

# Level 3

Continuing concerns  
**Electronic** report form completed - copies to  
LB/MM/RO.  
Logged on GO4Schools

Group or individual

Action  
1-1 support sessions with LB/DM/RO weekly  
10 week behaviour plan  
Meeting with Governors  
Appropriate sanction/**resolution**.

Parents  
Meeting with LB/HOY/RO  
Letter home to both parties outlining  
next steps

Monitor  
Class teacher/HOY report linked to  
behavior plan.  
Planned reviewed weekly plus  
telephone call to parents/formal

# Level 4

Continuing concerns  
**Electronic** report form completed - copies to  
LB/MM/RO. Logged on GO4Schools.  
Class teacher/HOY report on daily log

Group or individual

Action  
1-1 support sessions with LB/DM/RO  
weekly  
16 week pastoral support programme

Parents  
Meeting with MM/LB/HOY/Class  
teacher/HOY  
Letter home outlining plan and next steps

Monitor  
Daily report/weekly phone call home/4 week  
review



# Level 5

5<sup>th</sup> reported incident  
**Electronic** report form completed copies to  
LB/MM/RO. Logged on GO4Schools  
Class teacher/HOY report on daily log

Group or individual

Action  
Meeting with AJS/MM/Governor  
LB Present evidence  
Risk of permanent exclusion / **alternative  
timetable**

Parents  
Attend meeting AJS/MM  
AJS, MM outline next steps of the strategy

AJS/MM/LB liaise with outside agencies

Date

Mr and Mrs  
Street  
Hertford  
Herts  
SG13 7DF

Level 1 Anti Bullying Framework

Dear Mr and Mrs

I am writing to inform you that \_\_\_\_\_ will be placed on Level 1 of the Anti-Bullying Framework. This is as a result of an incident(s), date, time, that your son/daughter has been identified as the perpetrator of, or as a member of a larger group involved in (type of bullying). This means that your child will be placed on the Anti Bullying register for twelve months and the details will remain on their school file. Please see the attached copy of the framework, specifically the support and sanctions pertaining to the level indicated at the head of this letter. Copies of the relevant policies are available on the school website. Please familiarise yourself with the contents if you wish to do so.

I would be grateful if you would complete the confirmation slip below and return to me as soon as possible.

Yours sincerely

L Brown  
Director of Care and Wellbeing

.....

To: Mr L Brown

**Confirmation of receipt of this notification**

Signed: ..... Date: .....

Print Name: .....

Date

Mr and Mrs  
Street  
Hertford  
Herts  
SG13 7DF

Level 2 Anti Bullying Framework

Dear Mr and Mrs

I am writing to inform you that \_\_\_\_\_ will be placed on Level 2 of the Anti-Bullying Framework. This is as a result of an incident(s), date, time, that your son/daughter has been identified as the perpetrator of or as a member of a larger group involved in (type of bullying). This means that your child will be placed on the Anti Bullying register for twelve months and the details will remain on their school file. Please see the attached copy of the framework, specifically the support and sanctions pertaining to the level indicated at the head of this letter. Copies of the relevant policies are available on the school website. Please familiarise yourself with their contents if you wish to do so.

I would be grateful if you would complete the confirmation slip below and return to me as soon as possible.

Yours sincerely

L Brown  
Director of Care and Wellbeing

.....

To: Mr L Brown

**Confirmation of receipt of this notification**

Signed: ..... Date: .....

Print Name: .....

Date

Mr and Mrs  
Street  
Hertford  
Herts  
SG13 7DF

Level 3 Anti Bullying Framework

Dear Mr and Mrs

I am writing to inform you that \_\_\_\_\_ will be placed on Level 3 of the Anti-Bullying Framework. This is as a result of an incident(s), date, time, that your son/daughter has been identified as the perpetrator of or as a member of a larger group involved in (type of bullying). This means that your child will be placed on the register for twelve months and the details will remain on their school file.

Please see the attached copy of the framework, specifically the support and sanctions pertaining to the level indicated at the head of this letter. Copies of the relevant policies are available on the school website. Please familiarise yourself with their contents if you wish to do so.

I would be grateful if you would complete the confirmation slip below and return to me as soon as possible.

Yours sincerely

L Brown  
Director of Care and Wellbeing

.....

To: Mr L Brown

**Confirmation of receipt of this notification**

Signed: ..... Date: .....

Print Name: .....

Date

Mr and Mrs  
Street  
Hertford  
Herts  
SG13 7DF

Level 4 Anti Bullying Framework

Dear Mr and Mrs

I am writing to inform you that \_\_\_\_\_ will be placed on Level 4 of the Anti-Bullying Framework. This is as a result of an incident(s), date, time, that your son/daughter has been identified as the perpetrator of or as a member of a larger group involved in (type of bullying) This means that your child will placed on the Anti Bullying register for twelve months and the details of the incident will remain on their school file. Please see the attached copy of the framework, specifically the support and sanctions pertaining to the level indicated at the head of this letter. Copies of the relevant policies are available on our school website. Please familiarise yourself with their contents if you wish to do so.

I would be grateful if you would complete the confirmation slip below and return to me as soon as possible.

Yours sincerely

L Brown  
Director of Care and Wellbeing

.....

To: Mr L Brown

**Confirmation of receipt of this notification**

Signed: ..... Date: .....

Print Name: .....

Date

Mr and Mrs  
Street  
Hertford  
Herts  
SG13 7DF

Level 5 Anti Bullying Framework

Dear Mr and Mrs

I am writing to inform you that \_\_\_\_\_ will be placed on Level 5 of the Anti-Bullying Framework. This is as a result of an incident(s), date, time, that your son/daughter has been identified as the perpetrator of or as a member of a larger group involved in (type of bullying). This means that your child will be placed on the Anti Bullying register for twelve months and the details will remain on their school file.

Please see the attached copy of the framework, specifically the support and sanctions pertaining to the level indicated at the head of this letter. Copies of the relevant policies are available on the school website. Please familiarise yourself with their contents if you wish to do so.

I would be grateful if you would complete the confirmation slip below and return to me as soon as possible.

Yours sincerely

L Brown  
Director of Care and Wellbeing

.....

To: Mr L Brown

**Confirmation of receipt of this notification**

Signed: ..... Date: .....

Print Name: .....