



# Anti-Bullying Policy

<b>Current status:</b>	Approved
<b>Date of next review:</b>	July 2024

*This policy recognises and responds to obligations under the Equality Act 2010.*

## Mission and Values

- A School where each child is known and cared for as an individual.
- An environment in which our pupils feel valued, safe and enjoy school.
- A School where every child is challenged and supported to succeed academically.

***“ As free make I thee as heart may think or eye might see.”***

We encourage, celebrate and reward:

- **Acts of great heart:** The human qualities that define an individual. For example, demonstrating kindness, offering support or actively engaging with the wider community.
- **Acts of great thought:** Academic success or excellence. The production of outstanding classwork, homework or impressive thinking in class.
- **Acts of great vision:** Demonstrating readiness for the future by developing the skills and qualities that will lead to success in life beyond school.

## Aims and Introduction

Bullying in any form is unacceptable. As a school, we regard the values of mutual respect, collaboration and community very highly and use them in order to reinforce this statement.

Longcroft School and Sixth Form works to meet its responsibilities to 'safeguard and promote the welfare' of all pupils/students (Education Act 2002), to 'prevent all forms of bullying' (Education and Inspections Act 2006) and to promote a common understanding of what does and does not constitute bullying.

## Aims

- To clarify what is meant by "bullying" and raise awareness.
- To suggest strategies by which bullying can be prevented or at least minimised.
- To provide strategies by which bullying can be dealt with by students and staff.
- To ensure a consistent approach to bullying issues.
- To provide a framework to support any discussion of bullying.

## Content

### What is bullying?

Bullying is 'behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally'. Bullying can be carried out by an individual or a group and is usually repeated over a period of time. Bullying is used to create an imbalance of power between groups or individuals.

Specific bullying relationships may include:

- Pupil/student on pupil/student
- Pupil/student on staff/adult
- Staff/adult on pupil/student

Bullying can be divided into two main types, direct and in-direct bullying. These categories may involve all or some of the following:

### Direct Bullying

- hitting, pushing, teasing, spreading rumours
- name-calling, racial or sexual harassment, insulting of family members
- stealing, damaging possessions
- intimidation or extortion
- exclusion from peer group, turning friends against someone.

### Indirect Bullying

- Cyber bullying
- When a person or group of people uses the internet, mobile phone or other digital technologies to threaten, tease or abuse someone.

They can target someone via

- E-mail
- Instant messaging and chatrooms
- Social networking sites
- Mobile phone
- Abusing personal information eg posting photographs or personal information without permission.

Anyone can be bullied. Bullying can take place for many reasons, or no reason. Bullying relates to difference – this can be real or imagined. These differences could be:

- Appearance
- Ability
- Health
- Family/home circumstances
- Social class
- Race, religion or culture
- Special Education Needs and Disability
- Sexual orientation (e.g. Homophobia)
- Gender/transgender

### **How significant is this problem?**

Bullying is a significant problem throughout the country. According to a national government survey (DFE:Tell Us 4 2010), 25% of children often worried about bullying. A further 46% of children stated that they had been bullied whilst in school, with 29% stating that bullying had occurred in the past year.

### **Responsibilities**

It is everyone's responsibility to prevent and stop bullying in any form. Each group has individual responsibilities that must be adhered to if bullying is to be tackled effectively.

### **Pupils/Students**

- Must not bully anyone else or encourage/support bullying in others.
- Must tell an adult (usually a member of staff or other trusted adult) if they are being bullied.
- Must act to prevent and stop bullying, by telling an adult if they know of or suspect any incidents.
- Must understand that being a 'bystander' is unacceptable and silence makes all pupils/students partly responsible for what happens to the victims of bullying.

### **Parents**

- Must contact the school immediately if they know or suspect their child is being bullied in order to work in partnership with the school to swiftly address it. This applies even if the child has asked for 'secrecy'.
- Must contact the school if they know or suspect that their child is bullying another student.
- Must share with the school any suspicions or knowledge they have that bullying is taking place whether or not it directly involves their child.

### **Staff**

- Must always be aware and take action when there are concerns about bullying.
- Must report and record all allegations of bullying following the school's procedures.
- Must ensure pupils/students and, where appropriate, parents/carers, are given regular feedback on the action being taken.

### **Governors**

- Must ensure that the school has an Anti-Bullying Policy and that it is regularly reviewed.
- Must ensure that there is a member of the Senior Leadership Team that has specific responsibility for anti-bullying.
- Must ensure that the effectiveness of this Policy is regularly monitored and reported to the Governing Body.

### **What are our strategies for prevention?**

- All staff will clearly state that bullying is unacceptable behaviour at Longcroft School and Sixth Form. Teasing and other 'minor' incidents should always be challenged and discouraged. Staff will actively promote tolerance and respect for difference and diversity (e.g. relating to race, gender and disability see Inclusion Policy.)
- Every effort will be made to integrate all pupils/students into their tutor group and the wider school community. The tutor and pastoral teams will strive to achieve this by:
  - Building a tutor group identity.
  - Encouraging all pupils/students to participate in a wide range of activities, both in school and in their free time.
  - Encourage pupils/students to be assertive, whilst respecting the needs and feelings of others.
  - All adults will set a good example by working to establish positive relationships between staff and pupils/students as well as between peers.
  - Highlighting and promoting positive behaviours and demonstration of our core school values.

#### **Duty staff should:**

- Monitor pupil/student behaviour. If bullying is suspected they should report the behaviour of pupils/students concerned and take appropriate action, informing the relevant member of staff, following school procedure.
- Visit routinely the more isolated areas of the school. Toilets should be a duty focus at breaks and lunchtimes by the, including lunchtime supervisors and Sixth Form supervisors.

#### **Expectations and systems:**

- Pupils/students on entry to school will be told to report incidents of bullying and educated on the many ways to do so. All pupils/students in other year groups will be reminded of the importance of reporting and preventing incidents. The initial report will be treated confidentially, within safeguarding guidelines. The Deputy Headteacher (Care and Achievement) – Anti Bullying Lead, or relevant member of staff will consider how best to investigate, intervene and support the pupils/students involved. Information will be shared on 'a need to know basis' but the impact upon the pupils/students involved will always be considered – ensuring that there is a balance between meeting a pupil/student's individual need and appropriate safeguarding.
- Prompt arrival to registration and lessons reduces the opportunity for bullying to occur; attendance and punctuality will be monitored by pastoral teams in the first instance.
- Assemblies will reinforce the anti-bullying message and the procedures which pupils/students should follow, if they are being bullied or become aware of any incidents.
- Tutors will engage in enabling their tutees to explore safeguarding and anti-bullying issues throughout the key-stages as part of a carefully mapped and sequenced personal development curriculum. Safeguarding and anti-bullying guidance is included in Pupil Planners.
- The school Code of Conduct is explicit in our expectations for how we treat others in our community. It is re-issued at the start of each academic year and published in Pupil Planners.
- School leaders will consult with pupils/students to ascertain their views of bullying and its extent.
- Our school Behaviour Policy and guidelines for Behaviour for Learning (sanctions and rewards) and ClassCharts electronic system enables monitoring and evaluation of all types of bullying or suspected bullying.
- There are a range of verbal and non-verbal opportunities promoted with our community to report concerns of any kind, including bullying.
- The Deputy Headteacher and Heads of School with their pastoral teams regularly monitor, analyse and review data on bullying with the expressed aim of improving response and planning deployment of resources to reduce any incidents.

All the points listed above contribute to the creation of a secure community in which pupils/ students will feel safe. If pupils/students know that we all actively want to create a safe community, there should be the necessary level of trust to allow them to confide in adults if ever they need to.

## What are the procedures by which we can deal with incidents of bullying?

### General points

- All reports of bullying will be addressed and the priority will be to support those being bullied and to stop the bullying.
- It is the responsibility of relevant school leaders to assess the seriousness of the bullying and determine the appropriate action that should be taken.
- Where necessary, parents will be engaged to ensure they are fully informed about what is happening and will be appropriately involved at all times.
- We will work to help and support those responsible for the bullying to understand the impact of their behaviour and to change it.
- In all cases, subsequent monitoring will take place to ensure bullying is not repeated.
- Longcroft School and Sixth Form greatly values the close partnership between staff and parents, however if a parent/carer is concerned an issue has not been properly dealt with they should feel confident in expressing their concerns. All complaints should be made according to the school's Complaints Procedure which is available on our website or on request from the school office or a Care and Achievement Coordinator.

### Supporting victims of bullying

- Pupils/students are told to report bullying to their tutor, or other members of staff with whom they feel comfortable.
- The member of staff will discuss the situation or ask the pupil/student to write a statement. These reports will then be shared with relevant staff.
- Pupils/students may be removed from circulation whilst appropriate investigation is undertaken to establish the facts, protect all parties and consider next steps.
- A range of solutions should be discussed e.g. peer support, mediation / restorative work undertaken between victim and bully, 'circle of friends,' 'moving it away,' parent involvement and behaviour contracts.
- Decide on action (see possible strategies in the next section).
- Monitor and review progress, maintaining communication with parents, tutor etc.

### Investigating bullying

- Interview the suspected bully and obtain/produce a written statement.
- Obtain statements from all relevant witnesses.
- If the complaint is upheld, the bully and their parent should be informed of the action to be taken and the consequences of any further incident.
- Monitor and review progress.

**NB.** A complete record of the incident must be kept, whilst ensuring that the individual child's record conforms to legal requirements.

### Sanction against Bullying

A range of approaches should be used so that each case is dealt with individually, rather than in a mechanistic manner. The early involvement of parents is important. Possible courses of action are:

- Loss of privileges e.g. banned from clubs or trips.
- Sanctions, detention, Room 20 referral, fixed term exclusion (escalating according to seriousness), involvement with external agencies.
- Daily report, to monitor positive and negative behaviours.
- Subject displacement.
- Contract, code of conduct between those involved (with consequences clearly outlined).
- Restorative support and practice may be used.
- Peer mentoring approach e.g. bully and victim discuss events with supervision in order to reach an amicable solution (for low level incidents).

For severe incidents that go against Child Protection or Criminal Law Procedures, the school will consider whether to report them to appropriate outside authorities.

## **Supporting victims of Bullying**

The school prioritises support for those suffering bullying. Once again a flexible approach is seen to be important, as well as the early involvement of parents.

Support can be one of or a combination of the following:

- "Sanctuary" - either by providing a safe place or alternative ways of spending lunchtimes e.g. supervised 'drop in' room.
- Providing a book to record any incidents or concerns contemporaneously which is regularly reviewed with a care and achievement coordinator.
- Involve peers, tutor, staff and peer mentors in buddying programmes.
- Limiting opportunities for bullying by making colleagues aware of times when an individual has been bullied.
- Support group approach but identify and respond to patterns of bullying using appropriate levels of support & sanctions.
- Victims and bullies may also be helped by our multi-agency partners or programmes of support delivered within school e.g.
  - Peer Mentoring
  - ELSA
  - SMASH
  - Counsellors
  - School Nurse
  - Youth & Family Services
  - CAMHS
  - EWO where bullying or fear of bullying is affecting attendance
  - Anger Management Course
  - Social Skills Group
  - Building On Self Esteem Course

## **Supporting those responsible for bullying**

Longcroft School and Sixth Form strives to support those responsible for bullying as well as the victims, in the hope that this will prevent further or prolonged incidences of bullying within the school. Support may include for example one of or a combination of the following:

- Restorative approach whereby those responsible for bullying and those being bullied meet together to discuss issues that have arisen between them.
- Pupils/students sign codes of conduct and contracts regarding behaviour within school.

## **Monitoring**

All instances of bullying should be recorded by the relevant member of staff. These reports are communicated to the Governing Body. ClassCharts will enable the consistent logging and monitoring of direct and indirect bullying and on-line safety.

## **How do we ensure that people are aware of the Policy?**

- Formal acceptance by the Governing Body.
- This policy will be issued internally and made available to staff, parents and pupils/students on the website.
- Pupils/students will be made aware of the policy, thereby advertising the policy to all. Aspects of the policy are delivered: by means of the PSHE and our pastoral programme; via assemblies; and by the work of the Student Voice and Peer Mentors. All pupils/students receive an anti-bullying guidance at the start of the academic year together with a copy of the Code of Conduct in their planners and in every classroom in the school.
- Bus drivers will be made aware of the key elements of the policy.
- Parents will be informed via the Prospectus, the School Newsletter or letter.
- Lunch and Sixth Form supervisors will be informed.
- We will engage all pupils/students in Anti-bullying Week.