



Thorpe St Andrew School and Sixth Form

Anti-bullying Procedures

These procedures operate in conjunction with the following school policies:

- Behaviour and Attitude for Excellence Policy
- Safeguarding Policy
- Secondary School RSE and Health Education Policy

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Statement of intent

Thorpe St Andrew School and Sixth Form. believes that all pupils are entitled to learn in a safe and supportive environment; this means being free from all forms of bullying behaviour. This policy outlines how instances of bullying are dealt with, including the procedures to prevent occurrences of bullying.

These strategies, such as learning about tolerance and difference as part of the school's curriculum, aim to promote an inclusive, tolerant and supportive ethos at the school.

The Education and Inspections Act 2006 outlines several legal obligations regarding the school's response to bullying. Under section 89, schools must have measures in place to encourage good behaviour and prevent all forms of bullying amongst pupils. These measures are part of the school's Behaviour and Attitude for Excellence Policy, which is communicated to all pupils, school staff and parents.

All staff, parents and pupils work together to prevent and reduce any instances of bullying at the school. There is a zero-tolerance policy for bullying at the school.

Introduction

All staff should be aware of the definitions of bullying, understand the types of bullying and alert to the signs of bullying as laid out in the Anti-Bullying Policy

Procedures:

All incidents that staff perceive to be potential bullying must be reported to the victim's BEST via class charts or CPOMs. BEST will investigate the incident, set appropriate sanctions for the perpetrator, and record on CPOMS details of the incident and outcome.

When investigating an incident of bullying the following questions must be answered:

- What happened?
- Where did the incident take place?
- When did this incident occur?
- Who has been suspected of bullying?
- Did anyone see the incident?
- According to the victim how often does the bullying take place?
- According to the victim how long has the bullying been going on.

When investigating a bullying incident, the following procedures will be adopted by BEST:

- The victim, alleged perpetrator and witnesses are all interviewed separately
- Members of staff ensure that there is no possibility of contact between the pupils being interviewed, including electronic communication
- If a pupil is injured, members of staff take the pupil immediately to a first aider for a medical opinion on the extent of their injuries
- A room is used that allows for privacy during interviews
- A witness is used for serious incidents
- If appropriate, the alleged perpetrator, the victim and witnesses are asked to write down details of the incident; this may need prompting with questions from the member of staff to obtain the full picture
- The BEST team will gather evidence of a cyberbullying incident; this may involve text messages, emails, photos, etc. provided by the victim
- Premature assumptions are not made, as it is important not to be judgemental at this stage
- Members of staff listen carefully to all accounts, being non-confrontational and not assigning blame until the investigation is complete
- All pupils involved are informed that they must not discuss the interview with other pupils

Due to the potential for some specific forms of bullying to be characterised by inappropriate sexual behaviour, staff members involved in dealing with the incident are required to consider whether there is a need for safeguarding processes to be implemented.

Sanctions:

The school will decide on the sanctions appropriate for the incident. An apology will be sort and, if possible, a restorative meeting will be held. The perpetrator will be told the behaviour must stop.

If a further instance of bullying occurs then the perpetrator will enter into an anti-bullying contract.

A copy of the contract is available in Appendix 1:

Once an anti-bullying contract is issued a copy of this is issued to the student, parents and uploaded onto CPOMS.

Stage One - Bullying Contract Alert

- Interview, warning and alert placed on the register.
- Contact home.

Stage Two- Formal written warning

- Interview with parents/carers, BEST and Head of Year or Assistant Head of Year.
- Student and parents will be asked to sign a contract outlining future expectations.
- Full inclusion on the anti-bullying register.
- Other disciplinary action (if applicable)

Stage Three- Fixed Term Exclusion

- Student and parents/carers will be asked to sign a contract outlining future expectations
- Referral to your Head of School for further monitoring and support.
- Targets recorded in a Positive Behaviour Plan

Stage Four- Permanent Exclusion

Support:

In the event of bullying, victims will be offered the following support:

- Emotional support and reassurance from the school counsellor
- Reassurance that it was right to report the incident and that appropriate action will be taken
- Liaison with their parents to ensure a continuous dialogue of support
- Advice not to retaliate or reply, but to keep the evidence and show or give it to their parent or a member of staff
- Advice on aspects of online safety, in the event of cyberbullying, to prevent re-occurrence, including, where appropriate, discussion with their parents to evaluate their online habits and age-appropriate advice on how the perpetrator might be blocked online
- Discussion with their parent on whether police action is required (except in serious cases of child exploitation or abuse where the police may be contacted without discussion with parents)

The BEST and Head of School will carefully consider in each instance of bullying that is handled whether it is appropriate to split up the victim(s) and perpetrator(s), e.g. preventing them sharing classes or spaces where possible, and will split up other harmful group dynamics to prevent further occurrences where necessary. Victims will be encouraged to broaden their friendship groups by joining lunchtime or after-school clubs or activities.

Staff, particularly the DSL, will work with the victim to build resilience, e.g. by offering emotional therapy.

The school will acknowledge that bullying may be an indication of underlying mental health issues. Perpetrators will be required to attend a mandatory counselling session to assist with any underlying mental health or emotional wellbeing issues. The school will work with the perpetrator regarding any underlying mental health or emotional wellbeing problems.

Follow-up support:

The progress of both the perpetrator and the victim will be monitored by the BEST. One-on-one sessions to discuss how the victim and perpetrator are progressing may be appropriate. If appropriate, follow-up correspondence will be arranged with parents one month after the incident.

Pupils who have been bullied will be offered continuous support. The BEST will contact the parents on a monthly basis, to check whether the bullying has stopped – these formal meetings will continue to take place once a month until the head of school and victim are confident the bullying has stopped. The victim will be encouraged to tell a trusted adult in school if bullying is repeated.

Pupils who have bullied others will be supported in the following ways:

- Receiving a consequence for their actions
- Being able to discuss what happened
- Being helped to reflect on why they became involved
- Being helped to understand what they did wrong and why they need to change their behaviour
- Appropriate assistance from parents.

In cases where the effects of bullying are so severe that the pupil cannot successfully reintegrate back into the school, the Principal and DSL will look to transfer the pupil to another mainstream school with the consent and involvement of the pupil's parents.

Where a pupil who has been the victim of bullying has developed such complex needs that alternative provision is required, the pupil, their parents, the Principal and SENDCO will meet to discuss the use of alternative provision.

Record Keeping

It is important that all records are kept via Class Charts and CPOMS as to the incidents investigated, actions taken and decisions made e.g. sanctions, support, escalation of a situation and resolutions.

The Principal and DSL will ensure that all decisions and actions recorded are reviewed on a regular basis.

Appendix One

ANTI - BULLYING CONTRACT

Being placed on a bullying contract is a very serious process. It happens when other strategies have failed to change your behaviour or for one extreme incident.

You have been placed on an anti - bullying contract as a result of inflicting physical or mental abuse on another member of Thorpe St Andrew School Community.

The anti - bullying contract is there to encourage you to change your behaviour. There are four stages and once on an anti - bullying contract, you are tied to it for the rest of your school career.

The Principal or the Vice Principal has the authority to move you beyond the 2nd or 3rd stage if the severity of the attack warrants immediate fixed term or permanent exclusion.

Once you are on stage 2, you are at risk of exclusion or permanent exclusion if you continue to be involved in any bullying activities, either directly or indirectly.

The school keeps a register of all students involved in bullying and the students that they bully on our safeguarding system.

Stage One - Bullying Contract Alert

Interview, warning and alert placed on the register.

Contact home.

Targets for improvement within a behaviour management plan.

Stage Two- Formal written warning

Interview with parents

You and your parents will be asked to sign a contract outlining future expectations.

Inclusion on the register.

Other disciplinary action (if applicable)

Stage Three- Fixed Term Exclusion

You and your parents will be asked to sign a contract outlining future expectations

Referral to your Head of School for further monitoring and support.

Stage Four- Permanent Exclusion

At this stage all Tier 6 procedures will be followed involving alternative educational provision.

ANTI - BULLYING CONTRACT

For this offence you have been placed on stage 1 of an anti - bullying contract

Further incidents may result in your moving towards permanent exclusion.

Moving to the next stage of the anti - bullying contract will be determined by the seriousness of repeated offences, whether supportive action has taken place and if there has been sufficient time to enable pupils to modify their behaviour.

Student's name:

Date of commencement of anti - bullying contract:

Signed: Date: (Student)

Signed: Date:

(Person with parental responsibility)