Thorpe St Andrew School and Sixth Form

Anti Bullying Policy

Anti-Bullying Policy

Anti Bullying Statement

Bullying at Thorpe St Andrew School and Sixth Form will not be tolerated under any circumstances. "Success for All" requires support for all. Anybody who is a victim of bullying will be supported by the school. Anybody who feels they are being bullied will be supported. Anybody who bullies will face appropriate discipline. Anybody who has bullied will also be supported by the school in order to change their behaviour. It is the responsibility of every member of the school community to help challenge bullying in a positive way and to report bullying.

Definition of Bullying

Bullying is a deliberate act of unkindness towards another person. It is normally repeated or persistent behaviour.

Importantly people may feel bullied whether or not this was intentional.

Bullying can happen in a number of ways which may include: physical, verbal, emotional, theft, damage to property, exclusion or cyber–bullying. To understand bullying it is vital to be aware of new and changing methods.

Bullying can be very subtle and simply involve cold looks, fake laughing or repeatedly leaving the victim out.

Name calling is the most common and direct form of bullying. Like all bullying, name calling is never acceptable.

Bullying may occur because of appearance, ability, gender, ethnicity, sexuality, disability, religion, beliefs or nationality. All bullying is unacceptable.

Examples of Behaviour used for Bullying

Physical: Hitting, bundling, kicking and shoving.

Verbal: Name calling, teasing, insulting, sneering, fake laughing and unkind notes.

Emotional: Glaring, cold stares, tormenting, spreading rumours, blanking.

Exclusion: Leaving somebody out of events, discussions or opportunities.

Damage or Theft to Property: For example, hiding, stealing, damaging equipment, or any possessions.

Cyber-bullying: Is any form of bullying which takes place online or through smart phones and tablets. There may be many ways of bullying someone on line and for some it can take shape in more ways than one. Examples of cyber bullying are:

Harassment: Sending insulting messages.

Denigration: Sending information that is fake.

Flaming: Purposely using language to cause reaction.

Outing and Trickery: To trick someone into revealing information.

Impersonation: Using a person's online identity.

Cyberstalking: Repeatedly sending messages.

Exclusion: Intentionally leaving someone out of a group.

Not all actions listed above will always constitute 'bullying' but are unacceptable and will be dealt with by appropriate school action.

Responsibilities

Responsibility of the Principal

To take responsibility for the oversight of this policy and, in particular, to record as appropriate, all racist and homophobic incidents.

Responsibility of the Governors

- To establish the policy.
- To regularly monitor and review the policy.
- To respond to concerns and complaints regarding the policy through the agreed school procedures.
- To monitor the policy via the Governors' Student and Community Committee.

Responsibility of the Leadership Team

- To ensure the policy is applied consistently.
- To monitor the effectiveness of the policy.
- To ensure every incident is managed effectively to its conclusion.
- To actively support Link Houses and the Sixth Form in the delivery of the Anti Bullying Policy.
- To update Governors through the Student and Community Committee.
- To ensure that bullying incidents should be addressed as a child protection concern when there is reasonable cause to suspect that a child is suffering or likely to suffer significant harm.

Responsibility of Curriculum Leaders

- To activate the policy in every case within their subject areas.
- To liaise with the BEST Team and Pastoral Team in dealing with bullying.
- To promote anti bullying, where appropriate, within the curriculum.
- To use the bullying log on Bromcom in determining groupings.

Responsibility of the Pastoral Team

- To activate the policy in every case.
- To liaise with the BEST Team in dealing with bullying.
- To support victims and students who have bullied in follow up support.
- To pass on any concerns about potential conflicts to the bullying log.
- To support Form Tutors in delivering anti bullying work.
- To promote anti bullying in assemblies.

Responsibility of The BEST Team

- To activate the policy in every case.
- To record all incidents of bullying on Bromcom.
- To record racist bullying incidents in the racist incident log. This log is maintained by the Assistant Principal – Student Support.
- To support victims and students who have bullied in follow up support.

Responsibility of Associate Staff

- To be aware of the policy.
- To report any incidents of bullying.
- To carry out any specific duties relating to their post in terms of liaison with parents etc.

Responsibility of Teachers

- To be aware of the Anti Bullying Policy.
- To act in a professional manner that challenges bullying.
- To record all incidents of bullying and potential bullying on Bromcom.
- To use strategies to challenge and prevent bullying in lessons.
- To challenge any bullying outside of classrooms.
- To use sanction and support methods to deal with bullying.

Responsibility of the Parent/Guardian.

- To report any incidents or concerns regarding issues of bullying.
- To ask for support and advice if required.

Responsibility of Student Leaders and Sixth Form Volunteers

- All of the aforementioned.
- To participate in training for dealing with bullying.
- To carry out duties in accordance with the above training.

Responsibility of Sixth Form Councils, The Senate and Lower School House Councils

- To consider the issue of anti bullying and express student views as the representative "Student Voice".
- To keep staff informed of concerns regarding bullying.

Responsibility of Students

- To treat others with respect.
- To act as positive role models for others.
- To take ownership of their behaviour.
- To act appropriately when they encounter bullying (Remember "Do Not Be A Bystander").
- To report any incidents of behaviour which could be regarded as bullying.
- To follow the Anti Bullying Policy.

How Does Thorpe St Andrew School and Sixth Form Challenge Bullying?

At the centre of all work dealing with the issue of bullying there are two key issues: *communication* and *cooperation*.

All members of the school are responsible for reporting and dealing with bullying. It is the responsibility of the Principal to oversee the policy. However, all members of the school's community; governors, staff, students and parents need to recognise their role and responsibilities.

Effective communication between different parties is essential in challenging bullying. The policy sets out a number of key systems to facilitate this communication.

Appropriate action must be taken against any behaviour involving bullying. Victims must feel that they will be heard. Students who act as bullies as well as those who are victims must be supported after any incidents of bullying. Bullying is never justified and will not be tolerated.

Students who speak up and report bullying must also be encouraged and supported. It is these students who are most likely to help challenge bullying. The most effective strategy remains "*Tell someone*".

This policy breaks down into four key sections:

1. **Prevention and Advice**
2. **Identifying and Reporting Bullying**
3. **Sanctions and Support**
4. **Curriculum and Groupings**

Specific mention has also been made to **legal requirements** as well as **homophobic and racist bullying.**

1. Prevention and Advice

The clearest way to prevent bullying is develop a culture of reporting bullying.

Access to Policy and Advice

The school's Anti Bullying Policy can be accessed via the school website.

Hard copies of the policy are available, on request, from the school office.

Students in Year 6 should be reassured of the school's approach to bullying and the usual urban myths should be dispelled during the induction programme.

All new staff should receive training in order to familiarise themselves with the school's approach to anti bullying. This is to be coordinated by the Teacher in charge of Initial Teacher Training.

All staff should have access to the policy from the school's website.

All supply staff should be given advice as to how they should report any incidents.

All associate staff should be given advice as to how they should respond to bullying.

Display boards on both sites should be used to promote advice regarding anti bullying.

Prevention of Cyber Bullying and Advice

Cyber bullying *must* be reported.

The school will follow good practice within the Local Authority in order to combat cyber bullying. At the time of writing, this involves use of the internet system Securus in order to protect students from bullying. It is the responsibility of the IT support staff to ensure this is effectively manned. Any IT support staff encountering issues which they suspect to involve bullying should report this directly to Heads of House/Assistant Principal/BEST Team, depending on the severity of the issue.

Whilst the school cannot be held responsible for issues of cyber bullying which occur outside of school, it can and does seek to help parents and students in dealing with this issue. Social networking websites such as bebo, facebook etc. have clear complaints procedures which can be accessed via a search engine such as Google. Parental and student guidance concerning cyber bullying is displayed on the school website via links to other helpful sites.

Students should be aware that cyber bullying carries legal consequences. Any students caught bringing such material into school should be aware of the potential ramifications. Bringing such material, for example photographs, texts and emails into school will be regarded as an act of bullying and will be dealt with accordingly.

If school staff feel that an offence has been committed they may seek assistance from the police. It is an offence for a person to send an electronic communication to another person with the intent to cause distress or anxiety or to send an electronic communication which conveys a message which is indecent or grossly offensive, a threat, or information which is false and known or believed to be false by the sender.

Bullying Outside School Premises

Where bullying outside school is reported to school staff, it should be investigated and acted on.

The Principal will consider whether it is appropriate to notify the police. If the misbehaviour could be criminal or poses a serious threat to a member of the public, the police should always be informed.

Anti Bullying and Assemblies

Thorpe St Andrew School and Sixth Form will seek to promote anti bullying advice through diverse methods including posters, assemblies, PowerPoint presentations, tutor group activities and its website. Pastoral Heads and the Leadership Team must ensure that each House has access to such activities at an agreed point during the course of each academic year. This may link to the National Anti Bullying Week.

2. Identifying and Reporting Bullying

It is vitally important that ANY incident of bullying or potential bullying is reported.

Students

Students must report any incident of bullying they witness or of which they are aware. Ideally, they should report this to their Form Tutor or Head of House. If the incident has occurred within a particular subject, they are encouraged to speak to the subject teacher. Alternatively they can contact the BEST Team or speak to any other teacher. Finally they can send an email via the school's website. The most important point is that the matter is reported.

Tutor Group Support

Any incident of bullying that should occur between members of a tutor group or be experienced by a member of a tutor group is to be reported to Heads of House or the Form Tutor by other students.

Parents

Parents are urged to report any concerns over bullying. They should either contact the school via letter, telephone or email. They are encouraged to contact the BEST Team, their child's Form Tutor or Head of House.

Teachers and Lesson Supervisors

All staff should record and report any issue of bullying on Bromcom. This information will be passed on to the Heads of House and BEST Team via e-behaviour. As with all other incidents of behaviour, staff are expected to use the various strategies at their discretion. See "Support and Sanctions" below. Any concerns over how to approach matters of bullying within the classroom should be shared with their mentor or line manager.

Learning Support Assistants (LSAs) and Learning Mentors

Any LSAs who witness bullying or are aware of bullying should report the matter to the classroom teacher in the first instance. If they have further concerns, then they should report the matter on Bromcom. Any mentors who are made aware of issues of bullying should report the matter on Bromcom. If Learning Mentors have further concerns they should report it directly to their line manager.

3. Sanctions and Support

Any incident which is considered to be bullying or potential bullying should be recorded as such. The school's behaviour policy applies and procedures should be followed accordingly. Bullying or Potential Bullying should be recorded on Bromcom. This is essential in order that the behaviour is recorded as bullying. Without this record the BEST Team cannot be expected to provide the appropriate follow up support.

Sanctions

Teachers must report any incidents of bullying. They must also take action to challenge and sanction bullying within classrooms. Any incidents of minor bullying can be dealt with a Detention in the first instance but must also be reported for possible further action. Repeated cold looks, mocking, sneering and isolation has a damaging effect on students and should be identified, challenged and then sanctioned. More serious incidents should be passed on to the BEST Team through a Bromcom log. However classroom teachers should again place students in a department detention in the first instance. Teachers should consider seating arrangements, where relevant. In addition to challenging students involved in bullying they should discuss the matter briefly with the victim away from other students. This may be difficult in practical lessons. However the time must be found after the lesson.

Teachers who encounter issues of minor bullying between or outside of lessons should record the information on Bromcom e-behaviour.

Students should be aware that bullying will not be tolerated. Bullying will result in sanctions. Sanctions may vary depending on the severity of the bullying. Continued bullying or extreme cases will result in "time in Hub 1" or exclusion and will automatically trigger being placed on report.

Approaches to sanctioning bullying include:

- No blame approach. For an initial minor incident, the Pastoral Team may adopt a 'no blame' approach. This will include a clear warning. The 'no blame' approach would not then be adopted should the incident escalate. Alternative action would be taken.
- A Name and Shame approach may be used.
- Clear warnings will be given.
- Students may be expected to sign a 'bullying contract".

- In addition to informing parents of incidents, the school may encourage parental involvement.
- Victims and students who have bullied can be escorted across sites. This can be at different times from the rest of school.
- Students who have bullied can be removed from particular classes.
- Students who have bullied can be banned from particular areas at break or lunchtimes for a period of time.
- Students who have bullied can have lunchtimes supervised by their Head of House or BEST Team. They may have their lunchtimes in Hub 1.
- Restorative conversations.
- Exclusion may be used in incidents of bullying.

Support

The process of ensuring there is a Bromcom log has a number of benefits.

Firstly, it means that the BEST Team can **respond quickly**. The BEST Team can liaise with Heads of House and the Leadership Team in order to consider the most appropriate action.

Secondly, this provides a clear record on the **bullying log** so that victims and students who have bullied can be followed up. All students who have been involved in bullying incidents will have an informal follow up meeting to clarify that students are comfortable and the matter has not resurfaced.

This meeting will be conducted by the BEST Team or if agreed other members of the Pastoral Team. It should take place between two and three weeks after the original incident. On conclusion of the incident, it is at the professional's discretion as to whether further meetings or actions for either the victims or students who bullied is required. Incidents which have involved severe bullying will involve a second follow up meeting five weeks later.

Thirdly, the bullying record on Bromcom can be used in groupings – see below

A lead professional will always be assigned to any victim who the victim can contact if there are any concerns.

The same lead professional will also be assigned to any student who has bullied so that they can report any further incidents of bullying which has not involved them, or any peer pressure they are receiving which is encouraging them to bully.

Other colleagues will be informed of potential issues in **Weekly Briefing** on Thursdays.

The Pastoral Staff at Thorpe St Andrew School and Sixth Form have a wide range of strategies at their disposal and will adapt their support methods according to their professional judgement. **Possible strategies** include:

- Using Restorative Approaches.
- A CAREFULLY structured meeting between victim and bully (only under the clear agreement of both parties).
- In addition to informing parents of incidents, the school may encourage parental involvement.
- Support groups and strategies for dealing with bullying.

- Peer support will be encouraged.
- Victims and students who have bullied can be escorted across sites. This can be at different times from the rest of school.
- Victims will be allowed to work in a quiet supervised area, next to the BEST Team office, until it is appropriate for them to return to lessons.
- Colleagues can briefly visit students in lessons to ensure they are comfortable.
- Victims or students who have bullied can be removed from particular classes in consultation with Curriculum Teams.
- A book given to victims to record incidents.
- A safe place for victims to visit outside of lessons.
- The use of external agency support for victims and students who have bullied.

Support for Parents

Parents need to be informed if their child is involved in a bullying incident. This communication may be by telephone or mail at the earliest incident. This can be carried out by either the BEST Team, Heads of House or the Leadership Team. They will be informed of the likely outcome OR follow up communication will occur to inform them of the outcome. It will be explained that their child will receive follow up support (whether victim or bully).

Parents seeking specific advice or support are encouraged to contact the school. The BEST Team and the Pastoral Team can either provide them with support or put them into contact with appropriate agencies.

Homophobic Bullying

The BEST Team will automatically send a copy of any potentially homophobic incident directly to the Assistant Principal – Student Support. The Assistant Principal will work in conjunction with the BEST Team and will record any such incidents.

Homophobia, like any other prejudice, will not be tolerated. It is recognised that students sometimes use homophobic terms as general forms of abuse. Such behaviour needs to be challenged in dealing with students. Students should be warned of the severity of such terms and that they will not be tolerated at Thorpe St Andrew School and Sixth Form. Repeated use of these terms in a derogatory context will be regarded as deliberately homophobic.

Deliberate homophobic bullying for the purpose of this policy is regarded as bullying of students on the basis of their sexuality. Such behaviour is utterly deplorable and will carry the most severe sanctions such as “Hub 1” and exclusion.

Students who have experienced homophobic bullying will be supported accordingly by the Pastoral Team and the BEST Team.

Racist Bullying

The BEST Team will automatically send a copy of any potentially racist incident directly to the Assistant Principal – Student Support, who will work in conjunction. The Assistant Principal will record any such incidents centrally.

Thorpe St Andrew School and Sixth Form will not tolerate racism under any circumstances. Any bullying incident which may be considered to be racist must be recorded in the racist incident

record. This is to be noted by the BEST Team. Any bullying incident which is thought to be racist must be treated accordingly. Racist bullying automatically carries the most severe sanctions such as "Hub 1" and exclusion.

Students who have experienced racist bullying will be supported accordingly by the Pastoral Team.

4. Curriculum and Groupings

It is recognised that a key concern of students is the issue of bullying in the classroom. Four areas seek to address these matters; **Groupings, Seating Plans,** and **New Staff Training** and **Curriculum Content**.

Groupings

The bullying log collated on Bromcom will be made available to Heads of House in the Summer term in order to help avoid potential conflict in grouping arrangements. It is the responsibility of Curriculum Teams to use all this information to avoid potential bullying where possible. However, grouping of students is left to the discretion of colleagues.

Seating Plans

In order to promote a sharing and mutually supportive learning environment and avoid cliques and bullying a clear policy regarding seating plans exists. Classroom teachers should change seating plans regularly, for example half termly in order to ensure that by the end of the year students have worked alongside all other students within the class so far as is possible. As part of the rewards policy, students who overcome conflict in working with other students should be rewarded.

New Staff Training

All new staff and ITT students should receive training in order to familiarise themselves with the school's Anti Bullying Policy. Once per year existing staff should be offered a voluntary session to re-familiarise themselves with approaches to anti bullying. This training should be coordinated by the relevant member of the Leadership Team.

Curriculum Content

As part of PSHEE, students will experience teaching and learning activities which deal with the issues surrounding bullying. This will take place within PSHEE. It is the responsibility of the Curriculum Leader – PSHEE to ensure this takes place.

The English department implicitly and explicitly cover subjects such as bullying through text choice in lessons all year round.

As part of a preventative approach to bullying, challenging negative attitudes towards sexuality, religion, ethnicity and nationality is to be covered in the curriculum. It is the responsibility of all Curriculum Leaders to challenge such prejudices within the curriculum where appropriate.

Legal Requirements

This policy has been written in accordance with the School Standards and Framework Act. 1998 (SSFA) and continues to be current legislation in 2017. Thorpe St Andrew School and Sixth Form's Anti Bullying Policy aims to safeguard and promote the welfare of children in accordance with S89 of Education Act 2006 in line with guidance release by the DfE (DfE/Sept/2016 Keeping Children Safe in Education). Students in the school are regularly surveyed on their opinions of bullying and discussed by students at school Council and The Senate, the results of which are taken into account by the Leadership Team and the School Governors. The development of this policy has followed guidance from a number of bodies including the DfES advice from Preventing and Tackling Bullying 2014. This policy aims to fulfil the relevant requirements of the Human Rights Act (1998).

Finally, in accordance with the Race Relations (Amendment Act) 2000 and the accompanying Code of Practice issued by the Commission for Racial Equality, it is essential that all potentially racist bullying incidents are recorded. In order to deal with this effectively the BEST Team will ensure that such incidents are noted in the Racist Incidents log. The school's policy on racism obviously applies when dealing with such incidents. Any incident deemed to be potentially involving racism should be treated as a racist incident unless it is conclusively proved not to be the case. The Principal must be informed directly of any racist incidents. The Principal will record this with the Local Authority as appropriate.

Monitoring of Policy

The Leadership Team will present bullying log details to Governors at Students and Community Committee meetings.

The Leadership Team will oversee handling of bullying by the BEST Team and Heads of House.

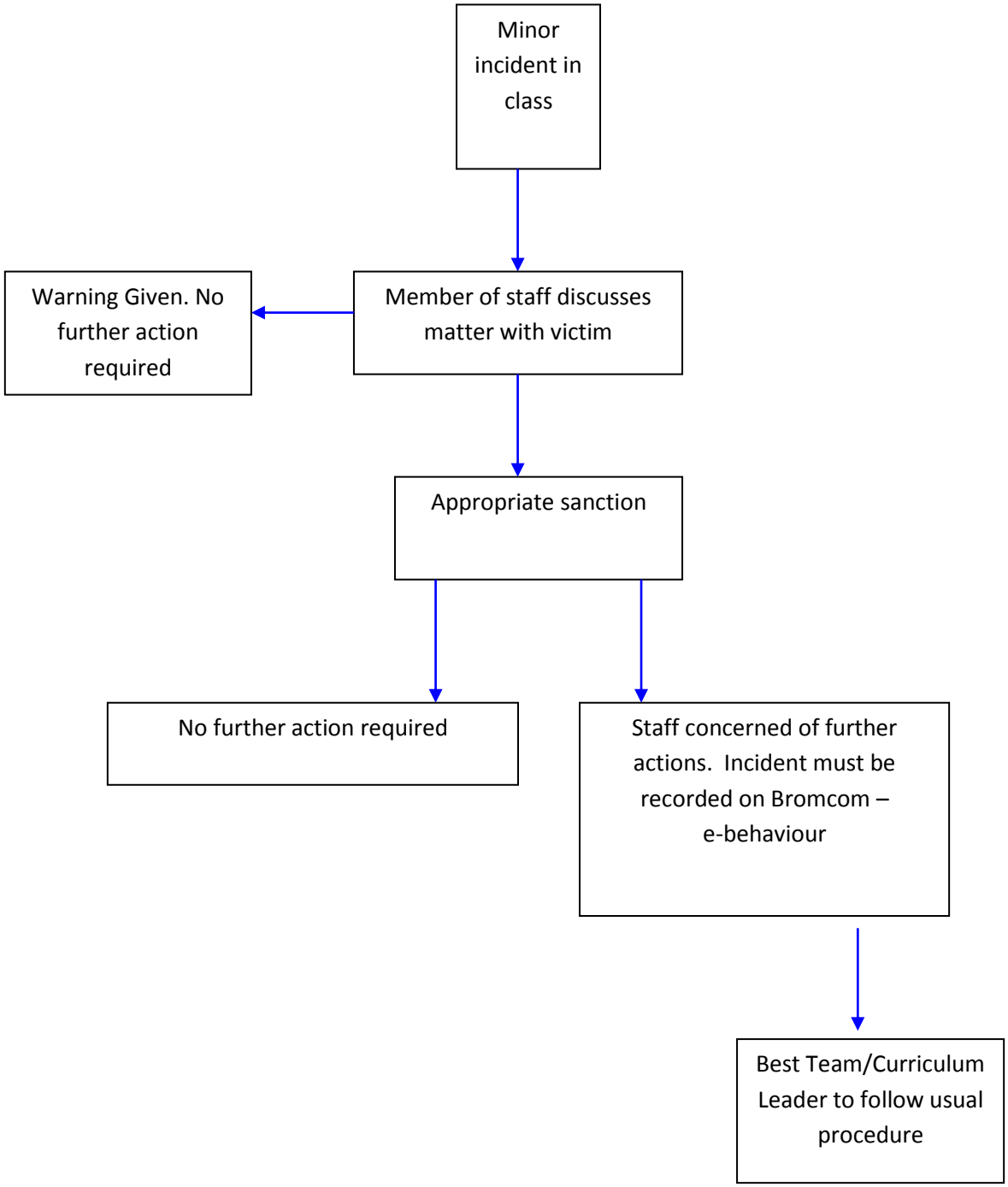
Critical Success Criteria

- All staff, students, governors to be aware of the policy.
- All parents to be made aware of policy through school's communication systems.
- All bullying incidents to be logged.
- All bullying incidents to be dealt with according to policy.
- All Student Leaders to be trained in anti bullying training.
- Positive outcomes to be achieved in follow up meetings.
- Governors to monitor the policy.

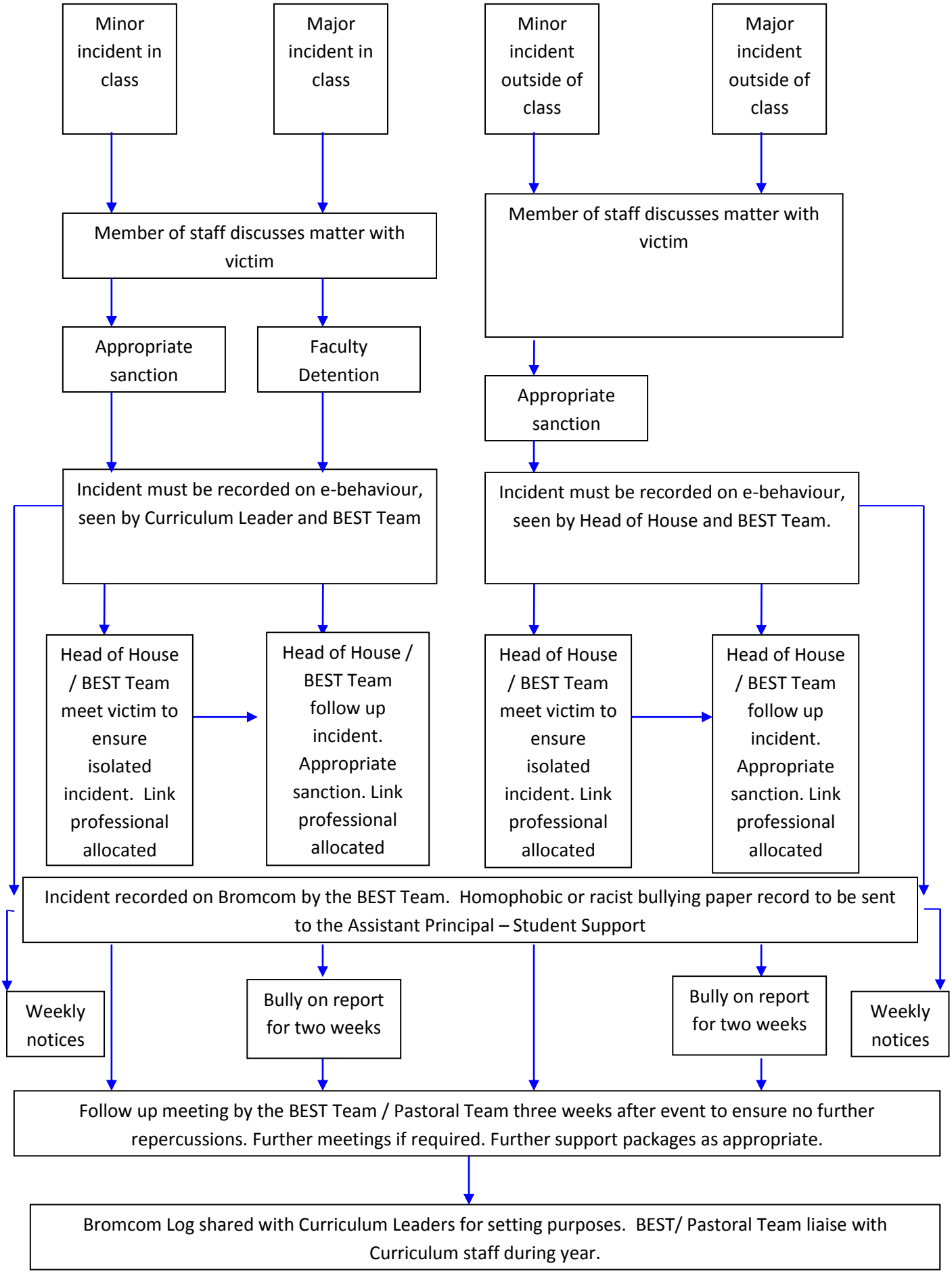
Links to Other Policies

- Behaviour for Learning Policy.
- Policy for Equality of Regard and Opportunity (including anti-racist policy).
- Dignity at Work Policy.
- Drugs and Drug Abuse Policy.
- Child Protection.
- Acceptable Use Policy.

Bullying Policy Procedure Flow Chart



ANTI BULLYING FLOW CHART



Record of Homophobic Incident

RECORD OF HOMOPHOBIC INCIDENT – to be retained by school

Date of incident:

1 Victim(s):

Perpetrator(s):

Incident reported by:

2 About the victim:	3 About the perpetrator:
Ethnic group: ……	Ethnic group: ……
Gender: ……	Gender: ……
Year group: ……	Year group: ……
Asylum seeker: ☐	Asylum seeker: ☐

4 Description of incident:

5 Action taken:

6 Incident dealt with by: Date:

Monitored by: Date:

Reported to parents:

Reported to governors:

Record of Racist Incident

RECORD OF RACIST INCIDENT – to be retained by school

Date of incident:

1	Victim(s): Perpetrator(s): Incident reported by:	
2	About the victim: Ethnic group: …… Gender: …….. Year group: …… Asylum seeker: ☐	3 About the perpetrator: Ethnic group: …… Gender: …….. Year group: …… Asylum seeker: ☐
4	Description of incident:	
5	Action taken:	
6	Incident dealt with by: Monitored by: Reported to parents: Reported to governors:	Date: Date: