



Anti-bullying Policy

February 2017

To be ratified at full governors on 21st March, 2017

Aim

Our aim is to create respect for one another in a Christian, caring and equal society, promoting the moral, mental, physical well-being and development of all pupils by providing a healthy social learning environment. The Academy rejects all forms of bullying and intends to provide an atmosphere of safety and happiness for all pupils. Bullying of any kind is unacceptable at our Academy. If bullying does occur, all pupils should be able to tell, and know that incidents will be dealt with promptly and effectively.

Objectives

The objectives of the policy are:

- To raise whole staff, pupil, parent and community awareness of the nature of the problem and ensure their commitment to and support of this policy
- To promote good classroom management by all staff to ensure the development of mutual respect and consideration amongst pupils
- To use a variety of strategies within the curriculum to promote the establishment of our aim
- To create and maintain communication structures within the Academy which will enable incidents of bullying to be properly reported
- To follow clear and appropriate procedures for investigating incidents of alleged bullying
- To work positively, in partnership with parents, over incidents of bullying and attempt to ensure appropriate treatment and support of “the victim” and “the bully”.
- To identify areas to be supervised by members of staff
- To ensure our procedures reflect the duty of care we have as part of our responsibility for child protection and that they are a coherent part of our Behaviour for Learning Policy

Policy development and review

The policy has been developed through a review which involved all members of the Academy community- children, parents/carers, governors and Academy staff. It has been created to comply with The Children’s Act 1989, The Education and Inspection Act 2006, the Malicious Communications Act 1988, The Equality Act 2010, Bullying at School (DFE guidance) and Preventing and Tackling Bullying (DFE guidance). It should be read in conjunction with the following policies:

Safeguarding Policy, Online (E-safety) Policy, Behaviour for Learning Policy and the Special Educational Needs (SEN) Policy.

All stake holders are crucial in the ongoing development and review of this policy, e.g. questionnaires at parents' evenings / parent forums, as well as pupil, staff and governor meetings / questionnaires.

Evaluation Procedures

In order to assess the effectiveness of this Policy, the following standards will be used as a means of measuring performance.

- Variations in number of reported incidents over a given period; Individual incident reports, including nil reports, within given periods for different age groups.
- Anti-bullying is a standing agenda item at the student welfare sub-committee where reports and analysis is discussed with governors (including the link governor for safeguarding / anti-bullying)

Definition, types and practices

Bullying takes many forms and in determining whether bullying has taken place, the views of the victim **must** be taken into account.

Definition:

Bullying is a deliberate attempt to make someone feel uncomfortable, unwanted or intimidated. It **may** take place over a period of time and it can be carried out by an individual or a group. Examples of types are:

Direct Verbal: name calling, taunting, mimicking, insulting or hurtful comments, including comments about looks, ability, accent, families, race, gender or sexual orientation

Indirect: spreading unpleasant stories about someone, electronic messages, e-mails and comments or photographs on web-sites, malicious texting or phone calls, excluding someone from a group, writing hurtful comments, etc.

Physical: hitting, pushing, barging, tripping up, kicking, pulling hair, sexual harassment, taking and hiding belongings, damaging property etc.

Bullying is **not** when people have an occasional fight, disagreement or they have fallen out of friendship.

Practices:

It is important to recognise that bullying can take place between various people, such as, between children, between children and adults, or between adults. It can involve individuals or groups and be face-to-face, indirect and use a range of cyber- bullying methods.

Signs of Bullying

Parents and teachers should always be alert to signs a pupil may display if being bullied e.g.

- A change in character, becoming withdrawn, anxious, nervous or alterations in eating habits
- 'Loses' money, possessions or has property damage
- Has unexplained marks, bruises or cuts
- Is reluctant to go to the Academy or truants
- Becomes aggressive, disruptive or is bullying other children or siblings

The Role of the Academy

The Form Tutor's Responsibility

The Form Tutor is the 'front line' of the pastoral care system and is responsible for creating a good relationship with individual pupils so that the pupils feel they can discuss personal issues including bullying with them if necessary. Tutors need to be vigilant in assessing the wellbeing of pupils, especially if they are particularly vulnerable for any reason.

How will the Academy respond to any incident that is reported or suspected incident of bullying?

St Edward's CE Academy will establish and maintain the following activities to combat bullying behaviour:

- The role of an identified Anti-bullying Lead as part of the roles and responsibilities of Vice Principal;
- An appointed Link Governor for safeguarding and anti-bullying.
- The establishment of a record through which all incidents are collated, periodically reviewed and reported in appropriate quarters;
- Ensure that where appropriate, the Academy fulfils its legal responsibility by reporting incidents are reported to identified authorities, including the police. E.g. racist incidents,
- Communication of the Policy and its periodic update, in order to ensure that staff, pupils, parents and governors are continuously aware of the Policy and also of their individual responsibilities;
- Examination of preventative measures such as alteration to the Academy environment, procedures and practices, in an effort to reduce the risks of bullying behaviour occurring.

Please refer to the flow diagram on page 6 for full overview of how the Academy deals with incidents that are witnessed, suspected or reported as bullying.

Role of Parent/Guardians

- If parents /guardians suspect bullying taking place, please contact the Academy immediately
- The easiest and quickest way is to telephone*
- If you wish to speak to a member of staff in person, you may ask for an appointment with the Progress Leader*
- Encourage your child to inform the Academy or allow you to contact us if they are being bullied*
- The Academy will keep parents informed of any investigation and its outcomes either by telephone or in writing*

*** all incidents will be logged and following an investigation parents will be contacted**

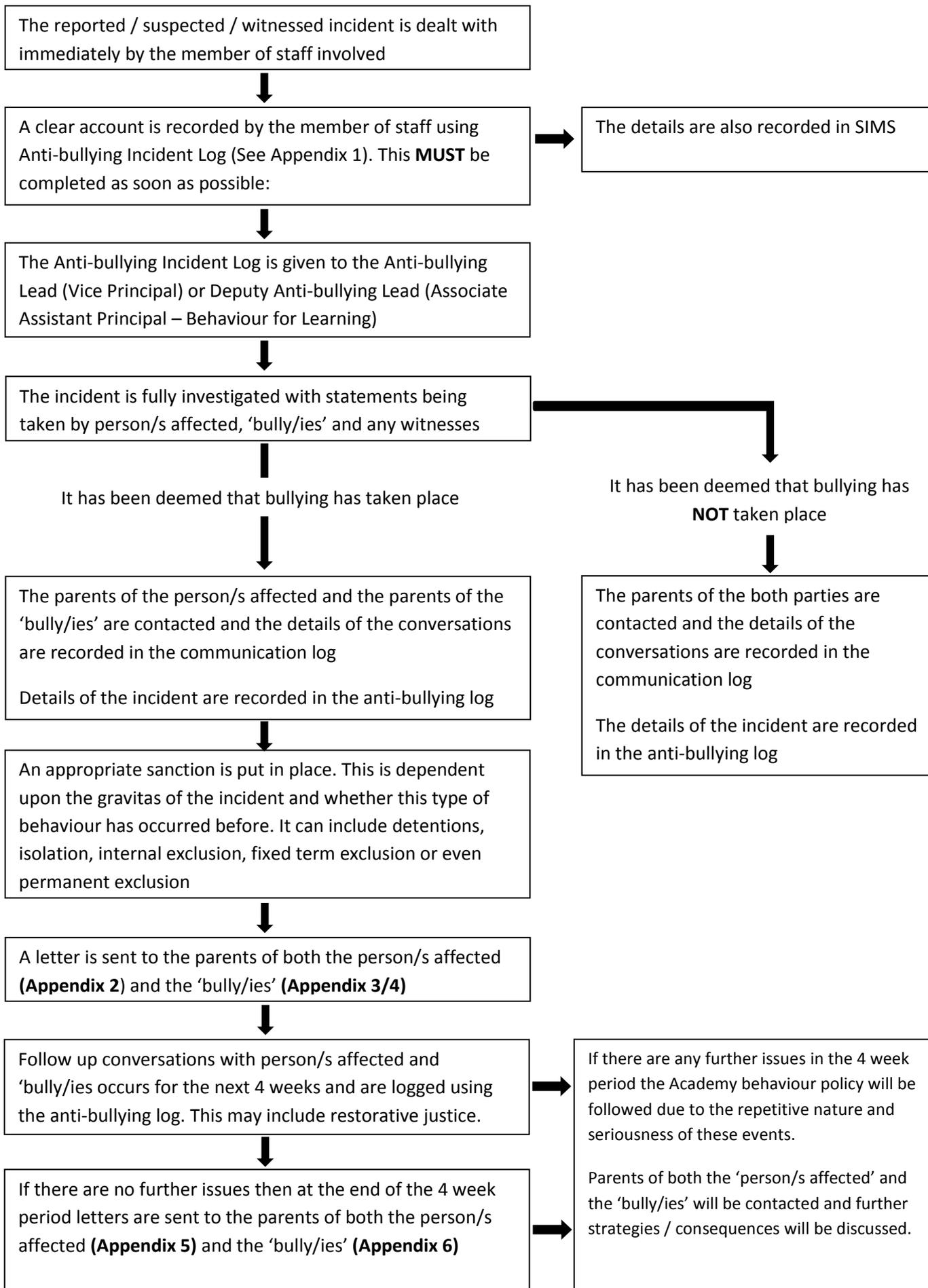
Role of Pupils

Actions pupils should take if they or anyone they know is subject to bullying.

The most important action is to TELL someone. If there is immediate danger, tell the nearest adult or older pupil. Otherwise the following will help:

- Form Tutor
- Progress Leader or Assistant Progress Leader
- Learning Mentor
- Any member of staff whom you find approachable
- Your friends
- You should also tell your parents or guardians

Dealing with incidents that are witnessed, suspected or reported as bullying:



Anti-bullying Incident Log

Name of person recording information _____

Name of pupil (perpetrator) _____ **Form:** _____

Name of pupil (affected) _____ **Form:** _____

Date: _____

Details of incident (including any witnesses).

Please circle: **Suspected** **Witnessed** **Reported**

Does this incident relate to any of the following: (please circle)		
Racist	Comments about looks	Homophobic
Family type	Gender	Ability
Accent		

Date entered on SIMS: _____

Signed: _____ **Date:** _____

Please pass this on to the Anti-bullying Lead or Deputy Anti-bullying Lead



St. Edward's Church of England Academy

Westwood Road, Leek, ST13 8DN
Telephone: 01538 483218
Facsimile: 01538 483227
Principal: Dr. Rory Fox
<http://stedwards.academy>

Date

Dear Parent,

Further to our telephone conversation, I am writing to confirm that following an investigation it would appear that <Name> has been bullied by another pupil.

The Definitions of Bullying (Academy Anti-bullying Policy)

*"Bullying is a deliberate attempt to make someone feel uncomfortable, unwanted or intimidated. It **may** take place over a period of time and it can be carried out by an individual or a group".*

Within the Academy we ensure that there is a clear understanding that falling out or general disagreements are not bullying and the word should not be used freely without thought or consideration for its meaning.

Bullying includes a whole range of behaviour from name calling and spreading rumours through to spitting, threatening, and physical harm and emotional harm. The key factor that determines bullying is that the offence is repeated and / or intentional and despite advice and support, this behaviour persists when the person understands this to be wrong.

We take incidents of bullying very seriously and will be putting the following strategies in place:

The person responsible has /will now receive appropriate advice and consequences for his/her actions. Should he /she repeat the offence this will lead to further sanctions being put into place to further support the existing sanctions on bullying.

We will also ensure that <Name> reports to a member of staff regularly over the next 4 week period so that we can further monitor and support them.

We trust that you will also discuss this with <Name> and emphasise the importance of reporting any further incidents should they occur.

Thank you for your anticipated support and please do not hesitate to contact me should you have any further queries.

Yours sincerely,

Mr J. Parrish

Vice Principal



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Date

Dear Parent,

Following our conversation regarding <Name> behaviour regarding another pupil or pupils we would like bring to your attention the following:

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Bullying includes a whole range of behaviour from name calling and spreading rumours through to spitting, threatening, and physical harm and emotional harm. The key factor that determines bullying is that the offence is repeated and / or intentional and despite advice and support, this behaviour persists when the person understands this to be wrong.

<Name> has /will now receive appropriate advice and consequences for his/ her actions. Should he /she repeat the offence this will lead to further sanctions being put into place.

We trust that you will once more discuss this with <Name> and emphasise the serious nature of his /her behaviour and the obvious distress that this is causing to another pupil / pupils whom he / she has chosen to target.

Yours sincerely,

Mr J. Parrish
Vice Principal



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<Name> has now received two warnings regarding another pupil or pupils, with appropriate advice and punishment. Should he / she repeat the offence then it may be necessary to exclude him /her from the Academy in order to support the existing sanctions on bullying.

We trust that you will once more discuss this with <Name> and emphasise the serious nature of his /her behaviour and the obvious distress that this is causing to another pupil / pupils whom he / she has chosen to target.

Yours sincerely,

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Date:

Dear Parent,

Further to our conversation earlier today, I am delighted to hear that <Name> is happy in the Academy and has reported there have been no further issues regarding bullying.

As you know, <member of staff name> has been informally asking <Name> how things are and has been doing this for the last 4 weeks. As there are no current issues and this has been the case for the last 4 weeks we will now be drawing a close to this level of support.

Please reassure <Name> that should there be any further bullying issues he/she must report this immediately to myself.

Thank you for your anticipated support in this matter and please do not hesitate to contact me if you have any further queries.

Yours sincerely,

Mr J. Parrish
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Date:

Dear Parent,

Further to our conversation earlier today, I am delighted to hear that <Name> is happy in the Academy and there have been no further issues regarding bullying.

As you know, <member of staff name> has been informally asking <Name> how things are and has been doing this for the last 4 weeks. As there are no current issues and this has been the case for the last 4 weeks we will now be withdrawing this level of monitoring.

Please discuss with <Name> the importance of refraining from any form of bullying as any repeat will lead to further sanctions being put in place.

Thank you for your anticipated support in this matter and please do not hesitate to contact me if you have any further queries.

Yours sincerely,

Mr J. Parrish
Vice Principal