

ANTI BULLYING POLICY

Role	<i>Designated Teacher for Bullying</i>	<i>Deputy Designated Teacher</i>
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Our 'Named Governor' with special responsibility for Anti Bullying is: Lucy Follis

Policy Reviewed & Approved by Governors:

Date: _____ January 2016 _____

Signed by Headteacher: _____

Signed on behalf of the
Governors Committee: _____

Date of next review: _____ January 2019 _____

OBJECTIVES OF THIS POLICY

- All governors, academic and associate staff, students and parents should have an understanding of what bullying is.
- All governors, academic and associate staff should know what the school policy is on bullying, and follow it when bullying is reported.
- All students and parents should know what the school policy is on bullying, and what they should do if bullying arises.
- As a school we take bullying seriously. Students and parents should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated by or towards any member of the school community.

AIMS OF THE SCHOOL IN RELATION TO BULLYING

The school aims to create a community in which each individual is valued and in which learning will thrive. It is important therefore to create a safe environment in which students can grow in confidence and reach their full potential. The school's code of conduct and Behaviour Policy offers a robust framework for considerate behaviour in all aspects of school life and is intended to provide a foundation for a happy and positive school.

Discussions on bullying take place within the school curriculum providing the opportunity for students to share views and ideas on behavioural issues. It is always emphasised that bullying is an unacceptable form of behaviour and causes distress.

WHAT IS BULLYING?

Bullying is when an individual or a group of people intentionally make someone upset or hurt their feelings through unwanted and persistent physical or verbal abuse in person or online, or just disrupt their lives on more than one occasion. Different ways vary from verbal, social, physical, emotional/psychological, racist, homophobic, sexual, cyber bullying.

Bullying of some form or another occurs in all schools. There are many definitions, but most have three things in common:

- ❖ It is deliberately hurtful behaviour
- ❖ It is repeated often over a period of time
- ❖ It is difficult for those being bullied to defend themselves

Bullying can take many forms, but there are three main types:

- ❖ physical - hitting, kicking, taking or hiding belongings.
- ❖ verbal - name calling including racist remarks, insulting, laughing at or ridiculing someone.
- ❖ emotional - ignoring or excluding someone, spreading rumours, giving looks.

There may sometimes be misunderstanding about the meaning of the term 'bullying': one-off incidents, whilst they may be very serious and must always be dealt with, would not normally fall within the definition of 'bullying'. The school works hard to ensure that all students know the difference between bullying and simply "falling out". Friendship fallouts occur at times and

occasionally there will be conflict between students. Bullying occurs where there is an imbalance of power.

WHO HAS RESPONSIBILITY?

- Whole school community
- Link Governor for Anti-Bullying will review bullying records termly
- Leadership team will review bully log, policy and actions regularly
- Academic and associate staff will deal effectively with any bullying incidents they are aware of or made aware of
- Students will tell an adult if they see or hear any bullying actions towards any member of the school community
- Parents will support students by ensuring that they communicate any concerns that they have as soon as possible

PREVENTION OF BULLYING

Students:

Bullying is discussed at an early stage with house tutors and during assemblies. House prefects are attached to Years 7 up to 11, to act as an additional contact with whom students can discuss concerns including bullying. Through the personal development programme, students are encouraged to inform staff if bullying is taking place. It is also discussed at the House Council as appropriate.

Staff:

Academic and associate staff are encouraged to look out for and report to house tutors possible signs of bullying, for example distress in students, deterioration of work, feigning illness, isolation and erratic attendance. The house tutor may refer the matter to the appropriate Learning Manager, who in turn, may consult the Leadership team.

Internal Provision

We have established internal support systems such as the Student Chamber. Students can also use the Whispertool to email concerns. Any reported incidents are recorded on a "Bullying Incident Form" and will be followed up after it has initially been resolved to ensure that the situation has been permanently resolved. The Anti-Bullying policy is available in the Staff Handbook and is available on the school website. Staff are provided with advice and training in how to recognise and deal with bullying at Townley. Students with a special educational need and/or disability who are concerned about bullying can seek support from Student Services Manager or the SENCO in addition to their house tutor or Learning Manager.

Outside agencies

Townley Grammar School seeks best practice from other agencies to support its work on promoting equality and celebrating diversity.

This policy works in partnership with the school's E-Safety policy on mobile phones and acceptable technology usage. In addition, this policy interacts with Townley's policy on Equal Opportunities and is regularly monitored as to whether any group is disproportionately victimised and act accordingly. Bullying online should be reported using the Whispertool facility and where possible a screen shot or print out should be taken if it is thought the bullying is by another student.

Parents:

Parents are encouraged to contact school if they have any concerns and staff will pursue these in full. A supportive approach between parents and school is seen to be very important in achieving the best outcomes for students

RECORDING AND REPORTING**Who can students tell?**

House tutors, any teacher, Learning Managers and Assistant Learning Managers, Student Services, Safeguarding Officers, House prefects, parents, Whispertool.

Staff should report bullying either to the Learning Manager or SLT Link for a specific year group. Any incidents should be recorded onto SIMS Behaviour Management system for all parties involved, clearly indicating victim and perpetrator. Any incident forms completed should be attached as link documents to the student SIMS file, as well as copied to the student paper file. When a student does report bullying, the possible paths to resolution will be explored with them before action is taken. Action will not be taken by staff without prior discussion with the victim.

PROCEDURES FOR DEALING WITH BULLYING

- The victim and perpetrator will be interviewed and the seriousness of the incident assessed.
- The parents of the victim and perpetrator will be informed.
- The Learning Manager will determine whether to initiate the proceedings under the School's Behaviour Policy.

Racist bullying must be reported directly to the SLT Link for Behaviour, Welfare and Safety and recorded in the Race-Related Incident Log. Bexley Borough must be informed annually of any race-related incidents recorded.

Procedures for staff who are informed of an incident or ongoing bullying problems:

1. Offer the victim support by listening carefully and sympathetically treating every incident as potentially serious and obtaining a written account of the situation. This can be recorded on the Bullying Report Form (see appendix). This should then be referred to the relevant Learning Manager for investigation, and the appropriate House Tutor should also be informed.
2. The Learning Manager will talk to the victim initially, and then the person(s) accused of bullying separately and obtain their versions of events verbally and in writing.
3. The Learning Manager will talk to any other students involved and similarly obtain a written account.
4. The Learning Manager will review the incident when all accounts are collected and inform SLT Year group link. Depending on the severity of the bullying, the Learning Manager or SLT Link will bring parties together to discuss the situation and the interpretation of incident. It will be made clear to all that bullying is unacceptable. It will be emphasised that the expectation is that this will be the end of the incident and should there be any further repercussions from either side that staff must be informed immediately.

5. Appropriate sanctions will be decided by the Learning Manager in line with the school's Behaviour Policy and these should include an apology to the victim.
6. Incidents either to be recorded on Bullying Log form and a copy passed to the Assistant Learning Manager for placing on student SIMS and paper file, or record the incident directly onto SIMS Behaviour Management log and inform Assistant Learning Manager and House Tutor. If an incident is race-related a separate note will be made in the race-related incident log and reported to Bexley Borough annually.
7. The Learning Manager will inform both sets of parents by telephone and letter and enlist their support in reinforcing the advice given to pupils.
8. Monitoring of the situation will be maintained by staff involved with a regular review, the date(s) of which should be clearly established. This should be recorded onto the Bullying Log sheet and attached as a link document to SIMS, or recorded directly into SIMS Management.
9. The appropriate member of the Senior Leadership Team should be informed and/or involved by the Learning Manager.
10. If it is apparent that a victim or bully needs further support or guidance they may be referred to Student Services Manager.

MONITORING AND REVIEWING

The logging of incidents involving bullying is completed by Assistant Learning Managers and monitored on a daily basis for serious incidents, weekly for individual incidents and half termly by Learning Managers and SLT Year Group link looking for patterns across year groups and whole school. Following regular review of the bullying incidents log, if any patterns are identified which require specific learning within the school community then targeted work is done. For example regarding inappropriate language this may be built in to a Personal Development session or an assembly. The termly monitoring is reviewed by a governor and Assistant Head for Behaviour and Safety. Incidents are followed up and monitored in the month after the incident. The policy is reviewed before its review cycle if this is deemed necessary. The policy and procedures are reviewed every 3 years.

PARENTAL INVOLVEMENT

The parents of the perpetrator(s) and the parents of the victim will be informed of any incident and the action that has taken place. Parents are reminded that they or their children must tell the school if there is an issue with bullying. Keeping information from the school will never help a problem to be solved and may prolong the period a target has to suffer. Parents can inform the school via their child's house tutor in the first instance, if they feel the situation has not been resolved they should contact the Learning Manager or failing that the Assistant Headteacher responsible for Behaviour and Safety. This contact can be via email, telephone, or appointment.

SUPPORT

Victims of bullying will be monitored closely by Learning Managers after an incident has been dealt with and offered counselling through Student Services if required. The student's house tutor will monitor matters to try to ensure that the student does not suffer further abuse. It is vital that the student tells someone if the bullying continues.

A buddy system can be offered using student volunteers to buddy and befriend any students who are being bullied or are having other difficulties. These buddies may be within their peer group or with older students depending on need.

Perpetrators of bullying will also be monitored closely by Learning Managers and House Tutors to ensure that repeated incidents do not occur. If appropriate, the perpetrator may be offered behaviour mentoring, counselling or be invited to the Student Chamber for peer support.

Training and support for academic and associate staff in dealing with bullying will be offered as necessary to ensure that all staff feel confident in challenging and addressing bullying in school.