ANTI BULLYING POLICY

POLICY NUMBER & CATEGORY	QSC/2	Quality & Standards Committee
VERSION NO & DATE	3	June 2017
RATIFYING COMMITTEE	Trustee Board Meeting	
DATE RATIFIED	19/7/17	
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POLICY LEAD	Caroline Gray	
POLICY AUTHOR (if different from above)		

POLICY CONTEXT

- Focus School Swaffham Campus recognises there is a need to safeguard the welfare of all those within the school community and to encourage co-operation, tolerance and harmony.

- We are committed to providing a caring, friendly and safe environment for all pupils so they can learn in a relaxed and secure high challenge/low fear atmosphere. We have high expectations of all pupils and strive to create a climate in which all children can fulfil their potential.

- Bullying of any kind is unacceptable in our school.

- If bullying does occur, all pupils should know that incidents will be dealt with promptly and effectively. Our school is a telling school and anyone who knows that bullying is happening should be able to inform a member of staff in safety.

- Bullying is not something we will tolerate and it is the duty of anyone who witnesses or is made aware of bullying to report it. All such reports can be done with security and discretion. All reports will be treated with confidentially and professionalism. Staff or student do not have an option as to if they report bullying- we insist on a culture of openness.

POLICY REQUIREMENT (see Section 2)

- Bullying is unacceptable in our school and all stakeholders have clearly defined roles and responsibilities in tackling bullying behaviours.

- The Headteacher will ensure bullying is challenged and stopped. This will be recorded and reported to the Trust on a termly basis even if there are no bullying issues to report.

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1 INTRODUCTION

1.1 Rationale

1.1.1 Bullying of any kind is unacceptable in our schools.

1.1.2 The Trustees and staff of Focus School Swaffham Campus are totally opposed to bullying which is harmful to students causing fear, distress and underachievement. Bullying damages the experiences of those who are victims of it as well as affecting the wellbeing of witnesses. Not only can bullying damage a class, it can damage the very culture of the school.

1.1.3 The Education Act 2002, Education and Inspections Act and Equalities Act 2006 all make reference to a school's legal responsibility to prevent and tackle bullying. The School has a Behaviour Management Policy in place and displayed on the website and follows anti-discrimination law. This means staff must act to prevent discrimination, harassment and victimisation within the school. Focus School Swaffham Campus have developed this Anti-Bullying Policy, a copy of which is available from the school office and on the school website for parents, staff and pupils to access when and as they wish

1.2 Scope

1.2.1 This policy applies to the Headteacher, teachers, teaching assistants and any additional support staff who work with students in the school. The Headteacher will demonstrate best practice in exemplifying what is articulated in this policy.

1.2.2 The School Self Evaluation necessitates a commitment to rigour and quality in the provision and evidencing of good to outstanding wellbeing, health & safety, in line with the procedures and practice outlined in this Policy

1.3 Principles

1.3.1 This policy will help staff to ensure that the school provides an environment where every child can feel:

- safe

- healthy

- able to enjoy and achieve

- able to contribute to future economic well-being

- able to make a positive contribution.

- comfortable about who and how they are as a person

1.3.2 To protect the rights of all children to have a safe and secure learning environment Focus School Swaffham Campus will continuously work towards preventing acts of bullying, harassment, and other forms of aggression and violence as these behaviours are unacceptable and interfere with both our school's ability to educate children and a child's ability to learn. If such a case arises, the staff at Focus School Swaffham Campus will follow the anti-bullying guidelines laid out in this policy. This will enable staff to:

- Identify children displaying unacceptable behaviour and know how to support them in order that they develop the necessary skills to participate in the school community effectively and positively

- Keep all other children safe, happy and confident

2 POLICY

2.1 All stakeholders must be aware of the key definitions of bullying and cyber bullying as set out in Section 6 of this policy.

2.2 All stakeholders must be committed to promoting the wellbeing of students and actively challenge bullying in all its forms as set out in this policy. All stakeholders should understand that bullying can take various forms which include:

Bullying can be:	
Emotional	being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
Physical	pushing, kicking, hitting, punching or any use of violence
Racist	racial taunts, graffiti, gestures
Sexual	unwanted physical contact or sexually abusive comments
Homophobic	because of, or focusing on the issue of sexuality, including lesbian, gay, bisexual and transgender
Related to disability	because of or focusing on a student's learning difficulties or disability
Verbal	name-calling including homophobic language, sarcasm, spreading rumours, teasing
Cyber	Email, chat room or social networking site misuse, mobile threats by text messaging & calls, misuse of associated technology, i.e. camera & video facilities.

2.3 All stakeholders should understand that not all behaviours children dislike are incidents of bullying. **Actions NOT considered to be bullying**:

- Not liking someone
- Being excluded
- Accidentally bumping into someone
- Making other children play things a certain way
- A single act of telling a joke about someone
- Arguments
- Expression of unpleasant thoughts or feelings regarding others
- Isolated acts of harassment, aggressive behaviour, intimidation, or meanness

    Be aware of age related differences and behaviours – a very young child has a less developed understanding of third person empathy

2.4 In order to help prevent bullying all stakeholders should understand the underlying reasons why children may bully which include:

- They think it's fun, or that it makes them popular or cool
- They feel more powerful or important, or they want to get their own way all the time
- They feel insecure or lack confidence or are trying to fit in with a group

- They are fearful of other children's differences
- They are jealous of another child
- They are unhappy
- They are copying what they have seen others do before, or what has been done to them.

2.5 Staff must be vigilant and deal with bullying promptly. They must have a sound understanding of the damaging effects bullying may have. All forms of bullying cause psychological, emotional and physical stress. Each child's response to being bullied is unique, however some signs that may point to a bullying problem are:

- depression and anxiety
- increased feelings of sadness, helplessness, decreased self-esteem and loneliness
- loss of interest in activities they used to enjoy
- unexplainable injuries
- lost or destroyed clothing, books, electronics, or jewellery
- frequent headaches or stomach aches, feeling sick or faking illness
- changes in eating habits, like suddenly skipping meals or binge eating. Children may come home from school hungry because they did not eat lunch
- difficulty sleeping or frequent nightmares
- declining grades, loss of interest in schoolwork, or not wanting to go to school
- sudden loss of friends or avoidance of social situations
- self-destructive behaviours such as running away from home, harming themselves, or talking about suicide.

2.6 All stakeholders must be aware of their roles and responsibilities as highlighted in section 4 of this policy.

2.7 All stakeholders must be aware of the procedures for reporting and tackling bullying as set out in Section 3 of this policy.

2.8 All stakeholders should commit to creating a school culture where bullying has no place or opportunity to thrive. The Headteacher will ensure strategies to prevent bullying are in place. These strategies could include:

- the consistent promotion of the school's code of behaviour which requires all pupils to respect the rights of others
- *Anti-Bullying posters around school*
- consultation with the 'Student Voice/*School Council*' on appropriate action
- take part in initiatives such as Anti-Bullying Week
- training for all members of staff on anti-bullying policy and strategy
- the supervision by school staff of all play areas at lunch times and breaks
- sixth form buddies for KS3 and KS4 pupils
- providing information to all parents on the symptoms of bullying and the steps to take if the suspect their child is being bullied
- a clear policy of mobile phones not permitted during school hours

- the celebration of all student's backgrounds and cultures through assemblies

- the training of a cross section of students as anti-bullying ambassadors

- during assemblies and PHSE learning sessions discuss and explore bullying issues with the children

- raising awareness of cyber bullying and teaching children to safely use technology (including mobile phones, email, internet)

- all websites accessed in school are screened. This software screens the language used in all documents, emails and websites. Rude or offensive emails, websites, documents are sent to the Headteacher. Action will be taken and recorded

- effective recording systems

- work with multi-agency teams including police and children's services as appropriate

- contact the parents of both the child being bullied and the bully

- Challenge sexual content within verbal abuse especially challenging homophobic language.

2.9 Bullying in the workplace

2.9.1   Incidents, where it has been deemed that a member of staff has been bullying a child, will be taken very seriously. The Headteacher, with the support of the governing body, will deal with this; formal action will be taken where necessary. Such action will also be taken if it is deemed that a member of staff is bullying other members of staff.

2.9.2   In the event of the Headteacher being involved in such incidents, reports will be given immediately to the Lead CA who will also take formal action where necessary.

2.10   Cyber bullying

2.10.1 Focus School Swaffham Campus has a separate policy related to e-safety addressing the use of mobile technology, social media, appropriate online activity, security, access and monitoring procedures in place. The ICT code of conduct is displayed prominently in all ICT classrooms and is explained and discussed with pupils in assemblies, PSHE classes and IT classes. *Focus School Swaffham Campus has held specific E-Safety awareness weeks and assemblies to raise awareness of potential dangers.*

3   PROCEDURE

3.1 Reporting, sanctions and monitoring

How to report bullying

3.1.1   We are a telling school. This means that anyone who knows or suspects that bullying is taking place are expected to tell the staff.

- An incident form can be downloaded from the school website, or collected from the school office Appendix 1. Alternatively you may use a link to an online form (e.g. smartsheet) where this is provided by the school

- All the relevant information must be completed on the form, which can then be emailed to the school office, submitted via the physical box provided in reception, or submitted online where relevant.

- The Head Teacher has overall day-to-day responsibility for dealing with reported incidents and will forward details to the relevant member of staff to investigate.

- Alternatively any member of staff can be approached to report incidents of bullying, and they in turn will report to the Head Teacher who will work with them on an appropriate strategy.

Procedures

3.1.2 The following steps must be taken when dealing with incidents of bullying:

- If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who has been approached, or who suspects/observed the bullying.

- The Head Teacher must be informed immediately. The Head Teacher may lead the investigation or designate a staff member to do so. The Head Teacher must be kept informed throughout the investigation.

- A clear account of the incident will be recorded in writing either by the victim or the member of staff recording the victim's verbal statement

- The Head Teacher or other designated member of staff will interview all concerned and will record the incident on SIMS

- Parents will be kept informed by the Head Teacher or designated staff member,

- Subject teachers will be kept informed and asked to monitor the situation

- A range of sanctions will be used as appropriate and in consultation with all parties concerned. These sanctions could include: verbal or written warnings, restrictions of break and lunchtime activities, more serious sanctions for persistent bullying as set out in the Behaviour Management Policy. Where appropriate the Headteacher may inform the police.

- There will be an annual audit and analysis of incident logs and interventions to continually improve practice.

3.1.3 This school has set procedures to follow in implementing sanctions where a bullying incident has occurred, as described above sanctions are applied in appropriate proportion to the event. In the event of all other avenues being exhausted, or in particularly serious cases that lead to exclusion, Trustees will examine the evidence that a wide range of strategies had been tried and failed to affect a positive change in the bullying behaviour.

Monitoring, evaluation and review

3.1.4 Trustees, the Headteacher, RP and relevant staff will review this policy bi-annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.

3.1.5 The school council will review the effectiveness of the policy annually and their views given to the Headteacher.

3.1.6 An approved One School pupil questionnaire will be given to a representative cross section of students every year. The resulting data will be considered in the annual policy review and reported to Trustees and Regional Principals

3.1.7 A record of all such incidents will be kept both centrally and on students' files

3.1.8 The numbers of incidents will be reported to Trustees annually or provided to them at any time on request

3.1.9 Bullying data will be analysed to reflect and re-design further strategies to improve procedures

4.0 RESPONSIBILITIES

Post(s)	Responsibilities	Ref
All Staff	• do all that they can to eradicate bullying; they will ensure that they follow the school's anti-bullying policy. • routinely attend training that equips them to identify bullying and to follow school policy and procedures with regard to behaviour management. • use a range of methods to help prevent bullying and to establish a climate of trust and respect for all. They will use drama, role-play, stories etc. within the curriculum, to help pupils understand the feelings of bullied children and to practise the restraint required to avoid lapsing into bullying behaviour. Ring fenced time will also be used to praise, reward and celebrate the successes of all children, and thus to help create a positive atmosphere. • focus on a reward led school that is clearly driven by positive behaviours. This culture reinforces the benefits to all of being kind and considerate to all • keep a vigilant watch on suspected 'bullies'; any incidents will be handled carefully. It is important that the child responsible for initiating the bullying is dealt with appropriately. The person dealing with the incident will need to collect all the relevant information and then provide the Headteacher with a copy in order that he/she can decide on an action. All cases are individual and various strategies will be employed by the Headteacher to address the issue. • do all they can to support a child who is being bullied	
Headteacher	• implement the school's anti-bullying strategy, to ensure that all stakeholders are aware of the school policy, and that they know how to identify and deal with incidents of bullying. • report to the Trust about the effectiveness of the anti-bullying policy on request. • ensure that all children know that bullying is wrong, and that it is unacceptable behaviour in school. The Headteacher will draw the	

	attention of children to this fact at suitable moments. For example, the Headteacher may decide to use an assembly as the forum in which to discuss with the children why bullying is wrong. • ensure that all members of staff receive sufficient training to be equipped to identify and deal with all incidents of bullying. • set the school climate of mutual support and praise for success, so making bullying less likely. When children feel they are important and belong to a friendly and welcoming school, bullying is far less likely to be part of their behaviour.	
School Trust Board Members	• support the Headteacher in all attempts to eliminate bullying from the school. The Trust will not condone any bullying at all, and any incidents of bullying that do occur will be taken very seriously, and dealt with appropriately. • monitor incidents of bullying that do occur, and reviews the effectiveness of this policy regularly. The Trust require the Headteacher to keep accurate records of all incidents of bullying and to report to the trustees on request about the effectiveness of the school's anti-bullying strategies. • A parent/carer who is dissatisfied with the way the school has dealt with a bullying incident can make a complaint to the chair of the Trust. The complaint will be dealt with in accordance with the complaints policy which can be accessed from the school's website.	
Parents / Carers	• Parents/carers, who are concerned that their child might be being bullied or who suspect that their child may be the perpetrator of bullying, should contact their child's class teacher immediately in a calm manner. If they are not satisfied with the action taken they should contact the Headteacher. If they remain dissatisfied, they should follow the procedure detailed above. Parents/carers have a responsibility to support the school's anti-bullying policy by actively encouraging their child to be a positive member of the school and this expectation of support is outlined in the home/school agreement.	
Students	• encouraged to tell somebody they trust if they are being bullied, and if the bullying continues they must keep on letting people know; the children are taught a number of strategies to help them with this. • encouraged to participate fully in activities that raise their awareness about bullying in	

	order that they clearly understand what to do if they, or another child, are being bullied.	

5.0 REFERENCE DOCUMENTS

DfE Preventing & Tackling bullying 2014

DfE Cyberbullying : Advice for Headteachers and school staff November 2014

DfE searching, Screening & Confiscation Feb 2014

Behaviour Management Policy

6.0 GLOSSARY

Definition of bullying

A bully is defined as someone who deliberately sets out to hurt another person on more than one occasion. All children have upsets and squabbles; these are not classed as bullying and are dealt with through the Behaviour Management Policy.

Definition of cyber-bullying

Cyber-bullying is the use of technology such as mobile phones, email, chat rooms or social media sites such as Facebook and Twitter to harass, threaten, embarrass, intimidate or target a child. Unlike physical bullying, cyber-bullying can often be difficult to track as the cyber-bully (the person responsible for the acts of cyber-bullying) can remain anonymous when threatening others online, encouraging them to behave more aggressively than they might face-to-face.

7.0 AUDIT AND ASSURANCE

Element to be monitored	Lead	Tool	Freq	Reporting Arrangements	Acting on Recommendations and Lead(S)	Change in Practice and Lessons to be shared

8.0 APPENDICES

Appendix 1 -   Bullying Report Form

Appendix 2 – Stop Bullying Now Slide Show

BULLYING INCIDENT REPORTING FORM

PERSON REPORTING INCIDENT (OPTIONAL):   DATE:
SCHOOL:

I am a _____Student   _____Parent   _____Staff Member _____Other (please specify)

Name of person being bullied:_____

Location of Incident:_____

Date of Incident:_____

Name of alleged bully:_____

TYPE OF EVENT:

_____**Physical Bullying** - hitting, kicking, shoving, spitting, other physical aggression

_____**Verbal Bullying** - teasing, name calling, put downs, or other behavior (in person or online) that would hurt others' feelings or make them feel bad

_____**Emotional Bullying** - starting rumors, telling others to not be friends with someone, demeaning comments, intimidation, extorting, exploiting or other actions that would cause someone to be without friends

_____**Cyber-bullying** - using an electronic medium to engage in any previously mentioned bullying

DESCRIPTION OF INCIDENT (please be specific - location, date, time)

Did you witness the event?

List other school community members who witnessed the event:

Signature of Student:_____   Date:_____

Signature of Staff Member:_____   Date:_____