

# Anti-bullying Policy



Approved: December 2017

Review date: December 2020

Responsible Officer: Vice Principal Pastoral

## Vision and Ethos



The vision statement of the Trust demonstrates its Christian ethos and faith foundation.

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.

### **We believe:**

- that a Christian ethos underpins and informs all that we do
- that the focus of the Trust is to promote collaboration between schools within a strategic locality in order to secure mutual improvement
- that through managed collaboration between academies there will be increased and improved opportunities for the development of all staff, students/children, parents and community
- in the development of a broad and balanced curriculum that supports young people's personal development and preparation for life
- that the family of academies within the Trust, working together, will secure continuity and progression for all
- that there should be high expectation for all children/students and young people whatever their circumstances or starting point and addressing disadvantage
- that, through its structures and work, the Trust can create and support effective Governance for all members
- that, through the Trust's work across its academies, expertise and capacity will be developed so that they can be supported with their development needs and economies of scale achieved

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Where the word 'Trust' is used in this document it refers to Archway Learning Trust.

Where the term 'Governing Body' is used it refers to the Local Governing Body of an individual academy within the Trust.

Where appropriate the Local Governing Bodies of individual academies will publish details of the procedures and practices to implement Trust policies.

## Related Policies and Procedures

- Behaviour Policy
- Safeguarding Policy
- Sex & Relationships Education Policy

## **1. Policy Statement**

1.1. Archway Learning Trust is committed to the following aims and principles:

- To support and encourage all students to achieve to the best of their ability.
- To create a safe, supportive and inclusive learning environment.
- To support students in their preparations for life after the academy.
- To actively support and promote the Christian ethos of the faith academies within the Trust.
- To work in a partnership of staff, parents/carers, pupils and the wider community.
- To ensure equal opportunity by empowering students to reach their full potential.

## **2. Scope and Principles**

2.1. This policy is intended to:

- clarify for students and staff that bullying is always unacceptable;
- determine the different forms that bullying can take;
- ensure that all stakeholders are clear about the systems and strategies used by the Trust to tackle bullying behaviour;
- determine roles and responsibilities of all members of the Trust when dealing with bullying issues.

## **3. What is bullying and how do we combat it?**

3.1. Bullying is deliberate, hurtful behaviour, either physical or psychological, which is unprovoked and is repeated over a period of time.

3.2. While we have low levels of bullying within the Trust, we strongly believe that bullying in any form is unacceptable and it will not be tolerated. We take bullying very seriously and hope that all students, staff and parents feel confident in our ability to respond appropriately.

3.3. Types of bullying are:

- Physical, e.g. hitting, kicking, taking belongings.
- Verbal, e.g. name-calling, insulting, making racist or homophobic remarks.
- Written, e.g. threatening or embarrassing notes or graffiti.
- Social, e.g. spreading rumours, excluding from groups.
- Cyber, e.g. the use of mobile phones or the internet. It may include threats or name-calling via internet chatrooms, webpages, texts or phone calls. It may also involve the misuse of associated technology such as cameras and video facilities.

3.4. This policy was produced using involvement from:

- Trust students, parents, staff and academy governors.
- Annual questionnaires completed by a range of students across the Trust.
- Student Voice groups held and information fed back by Year Leaders.

3.5. During Anti-bullying Week each year, Trust academies will partake in activities to highlight how to deal with bullying.

3.6. Selected governors look at the bullying information each term and discuss types of support and the impact of the approach by the academy.

- 3.7. Parent Council feed back regularly regarding whether parents believe they are fully informed around bullying issues and how to improve such communication.
- 3.8. The Senior Leadership Team are kept informed of the number and types of bullying incidents each term and address any key issues.

**4. Further sources of help and information**

- The Anti-Bullying Alliance General Bullying issues
- Mencap
- Stonewall Expertise in homophobic bullying
- BeatBullying Expertise in cyber-bullying
- Childnet
- Child Line 0800 1111

## **Appendix 1**

### ***Guide for Students***

#### *If you are being bullied*

It is really important if you are being bullied that you do something – nothing will change if we don't know about it.

- Discuss with a friend what to do.
- Tell a teacher or someone you trust.
- Tell your Year Leader (secondary).
- Tell your parents or family member to get their support and advice.
- Write a letter or email to your year leader to say how you feel.
- Ask your parents to come in and talk to a teacher for you.
- Tell the bully (if you are confident enough) that they are bullying you.
- Cyber-bullying – print off the screen to use as evidence, then block and report the people who are doing the bullying.

#### *If you observe bullying or know someone is being bullied*

It is really important that you do something – look at the following list and think how you can help.

- Act quickly.
- Tell a teacher you trust your concerns as soon as possible.
- Tell your Year Leader (secondary). You can use email if you're not comfortable going in person.
- Don't worry if you are not sure whether an incident is bullying or not report it.
- Tell your parents or a family member. They can give you advice and or report it for you.

## **Appendix 2**

### ***Guide for Staff***

Being bullied can be quite traumatic and make the victim feel lonely and excluded. Information and evidence needs to be gathered promptly and sensitively.

- Do not turn a blind eye to bullying.
- Give time to listen to the student in an appropriate environment where they feel safe and secure to tell you the whole story.
- Write down what you have been told.
- Know how and who to report bullying to.
- Year Leaders (secondary) must investigate incidents to find out what has happened, where, when, why and how.
- Year Leaders (secondary) must liaise with the senior pastoral lead in order to decide what action needs to be taken (sanctions and support).
- Update – all parties must be updated about any action taken and the next steps (including the victim, bully and whoever reported it, form tutor and parents).
- Recording – Year Leaders (secondary) must ensure that the incident is logged on Go4Schools so that termly analysis can take place.

- Monitoring – After the bullying has been dealt with, Year Leaders will monitor the situation reporting any further concerns to the senior pastoral lead.

#### *Steps to combat bullying behaviour*

- Year group Acts of Worship (in faith academies) or assemblies led by Year Leaders on all forms of bullying throughout the academic year.
- Tutor group Believe time and PSHE, content includes what to do if bullying takes place, how to report bullying and learning strategies to help to deal with bullying incidents.
- Staffed year rooms at lunchtime.
- Clear anti-bullying posters in each year classroom and anti-bullying information in each student planner.
- Student Leadership involvement in reviewing the anti-bullying policy.
- Restorative programmes for students and where appropriate parents.
- Sanctions given in line with the Behaviour Policy.

#### *Support for the victim*

The victim must be reassured and support put in place immediately. This could include:

- Making use of buddies and friends to offer support.
- Allowing further time to talk things through with a member of staff of their choice.
- Keeping a diary to log any further incidents – daily or weekly meeting with an identified member of staff.
- Holding a meeting with the bully to discuss and resolve the situation if appropriate.
- Informing the victim of what is going on at every stages of the process.
- Informing parents so that they can support appropriately.

### **Appendix 3**

#### ***Guide for Parents and Carers***

##### *Listen and support*

If your child tells you they are being bullied, or you suspect that your child is being bullied, it is really important to stay calm and find time and an appropriate space to discuss this with them. Take time to listen so that you are better equipped to understand their thoughts and feelings. You or they can report any bullying issues via email to the academy office.

##### *Let the School know*

If the bullying is happening at school we would urge you to contact the school and speak with either your child's form tutor or Year Leader.

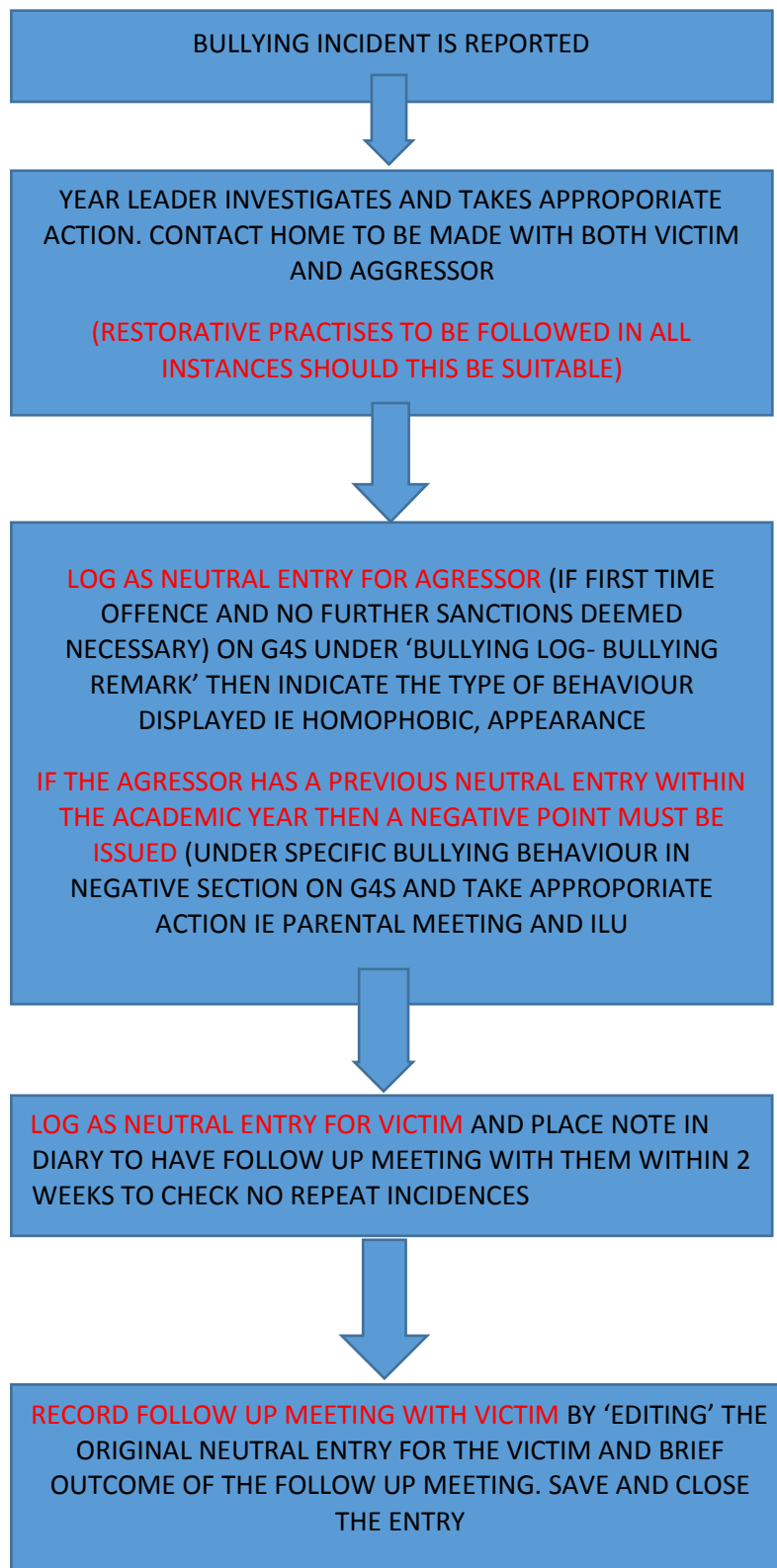
As part of our policy, parents are informed if their child is being bullied or has been accused of bullying. You will be kept informed throughout our investigations.

*Steps to combat bullying behaviour in school*

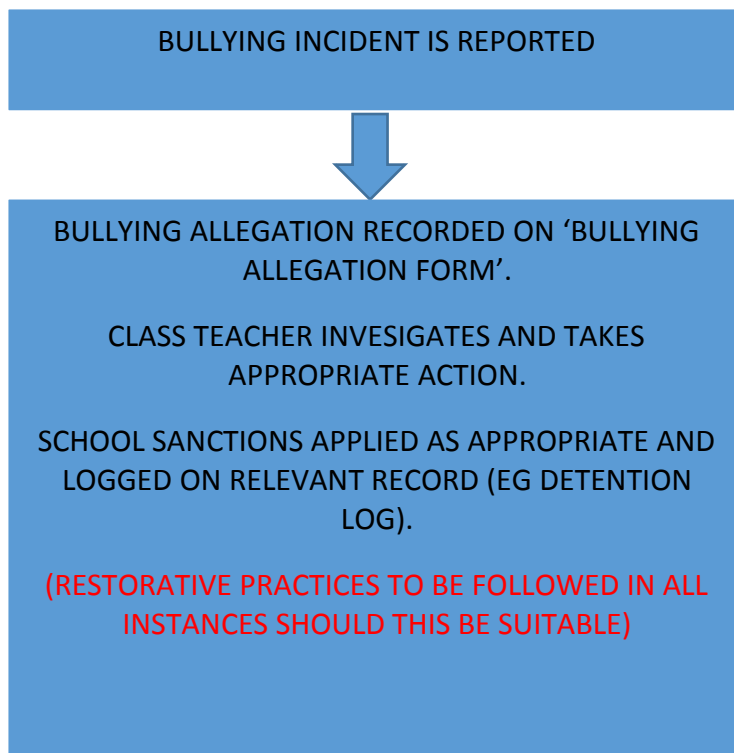
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#### Appendix 4: Flowchart – Bullying reports and follow up action



## Appendix 5: Information specific to Primary academies



### WHERE BULLYING ALLEGATION IS UPHELD:

