HEDINGHAM SCHOOL

AND SIXTH FORM
ACHIEVEMENT & EXCELLENCE

ANTI-BULLYING POLICY

Approved by:	Full Governors	**Date:** 21 March 2018
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1.   Key Principles

We pride ourselves on being a school where students are ready to learn, respect everyone and feel safe. Nevertheless, we acknowledge that incidents of bullying can occur and are aware that its effects can lead to unhappiness, loss of self-esteem and under achievement.

The school will investigate all reports of bullying (towards a student or adult) when they affect well-being e.g. the people within the school community. It makes it clear that bullying is unacceptable, with finding ways of supporting the victim and to guiide the bully into more socially accepted ways. Good behaviour and discipline are essential to successful teaching and learning.

This policy is based on DfE guidance "Preventing and Tackling Bullying" July 2017 and supporting documents. It also takes into account the DfE statutory guidance "Keeping Children Safe in Education" 2016. The school has read Childnet's "Cyberbullying: Understand, Prevent and Respond: Guidance for Schools"

This policy outlines what Hedingham School will do to prevent and tackle all forms of bullying. Hedingham School is committed to developing an anti-bullying culture under the behaviour ethos of *Ready, Respect, Safe.*

2.   Links with other school policies and practices

This policy links with a number of other school policies, practices and action plans including:

- Behaviour Policy (including mobile phone, searching and confiscation)
- Complaints Policy
- Child Protection Policy
- Confidentiality Policy
- Online safety and Acceptable Use Policies
- Curriculum Policies, such as: PSHE and Computing
- SEND Policy

3.   Links to Legislation

There are a number of pieces of legislation, which set out measures and actions for schools in response to bullying, as well as criminal and civil law. These may include, but are not limited to:

- The Education and Inspection Act 2006, 2011
- The Equality Act 2010
- The Children Act 1989
- Protection from Harassment Act 1997
- The Malicious Communications Act 1988
- Public Order Act 1986

4.   Responsibilities

School Governors

Take a lead role in monitoring and reviewing this policy.

The Headteacher

The Headteacher will communicate this policy to the school community, to ensure that disciplinary measures are applied fairly, consistently and reasonably, and that a member of the senior leadership team has been identified to take overall responsibility.

Staff

All employees - Teachers, Office and Support Staff, Midday Supervisors and Agencies - are involved in building a safe environment for students.

- To support, uphold and implement this policy accordingly.

- Take all disclosures seriously
- Know who to refer to
- Understand the context
- Work with victims and bullies, and their parents
- Be aware of supportive agencies, both inside the school and out

Employees continue to work until

- the victim is no longer bullied
- the bully is no longer bullying

Parents/Guardians

- To support their children and work in partnership with the school.

- ·Parents know who to contact
- ·Parents are confident that their concerns will be taken seriously and followed up

Students

- To abide by the policy.
- Understand the reasons why bullying occurs and learn strategies for tackling it in themselves and others
- Be confident that their personal concerns about bullying are taken seriously
- Know what to do, who to go to and how to behave if they or others are being bullied

5.   Anti-Bullying

Definition of Bullying

Bullying is *"behaviour by an individual or a group, repeated over time that intentionally hurts another individual either physically or emotionally".* (DfE "Preventing and Tackling Bullying", July 2017)

We define bullying as behaviour that is:

- Repeated
- Intended to hurt someone either physically or emotionally
- Often aim at certain groups e.g. because of race, religion, gender or sexual orientation.
- Unwanted behaviour that involves a real or perceived power imbalance.

What does bullying look like, feel like, sound like?

- Bullying is any behaviour by an individual or group that:
- Is meant to hurt – the person or people doing the bullying know what they are doing and mean to do it.
- happens more than once – there will be a pattern of behaviour, not just a 'one-off' incident
- Involves an imbalance of power – the person being bullied will usually find it very hard to defend themselves.

Types of Bullying

Bullying can happen to anyone. This policy covers all types of bullying including:

- Physical assault
- Teasing
- Making threats
- Name calling
- Cyber bullying - bullying via mobile phone or online (email, social network and instant messenger). This can include: sending offensive, upsetting and inappropriate messages by phone, text, instant messenger, through gaming, websites, social media sites and apps, and sending offensive or degrading photos or videos.
- Bullying related to race, religion, nationality or culture of Bullying related to SEND (Special Educational Needs or Disability)
- Bullying related to appearance or physical/mental health conditions
- Bullying related to sexual orientation (homophobic bullying)
- Bullying of young carers, children in care or otherwise related to home circumstances
- Sexist, sexual and transphobic bullying

Responding to bullying

The following steps may be taken when dealing with all incidents of bullying reported to the school:

- If bullying is suspected or reported, the incident will be dealt with by the member of staff who has been approached or witnessed the concern
- The Student Support Centre will be informed of the issue and in most instances, a House Leader or Pastoral Manager will take a lead on the investigation and outcome of the incident
- The school will provide appropriate support for the person being bullied – making sure they are not at risk of immediate harm and will involve them in any decision-making, as appropriate
- The designated safeguarding lead will be informed of all bullying issues where there are safeguarding concerns
- The school will inform other staff members, and parents/guardians, where appropriate
- Sanctions (as identified within the school behaviour policy) and support for individuals will be implemented, in consultation with all parties concerned
- If necessary, other agencies may be consulted or involved, such as: the police (if a criminal offence has been committed) or other local services including early help or children's social care (if a child is felt to be at risk of significant harm)

- Where the bullying takes place off school site or outside of normal school hours (including cyberbullying), the school will ensure that the concern is investigated. Appropriate action will be taken including providing support and implementing sanctions in school in accordance with the school's behaviour policy
- A clear and precise account of the incident will be recorded by the school in accordance with existing procedures. This will include recording appropriate details regarding decisions and action taken
- When establishing the facts in relation to any alleged incident of bullying, the school must apply the civil standards of proof i.e.: 'on the balance of probabilities' it is more likely than not that a fact is true, rather than the criminal standard of 'beyond reasonable doubt'

Cyberbullying

When responding to cyberbullying concerns, the school will:

- Act as soon as an incident has been reported or identified.
- Provide appropriate support for the person who has been cyberbullied and work with the person who has carried out the bullying to ensure that it does not happen again.
- Encourage the person being bullied to keep any evidence (screenshots) of the bullying activity to assist any investigation. This will be needed at the earliest available opportunity for the investigation to proceed. Videos can be brought into school to be shown to a member of staff. Screen shots should be emailed or printed and sent to enquiries@hedingham.essex.sch.uk
- Any indecent images or videos should be reported straight to the Police and should not be sent via email. The school will not view any indecent image and will refer the issue to the Police. The school will provide appropriate support.

Investigating Alleged Bullying

The school will take all available steps where possible to identify the person responsible.

This may include:

♣ looking at use of the school systems;

♣ identifying and interviewing possible witnesses;

In cases of Cyber-Bullying, the school will:

- Work with the individuals and online service providers to prevent the incident from spreading and assist in removing offensive or upsetting material from circulation.
- Requesting the deletion of locally-held content and content posted online if they contravene school behavioural policies.
- Ensure that sanctions are applied to the person responsible for the cyberbullying; the school will take steps to change the attitude and behaviour of the bully, as well as ensuring access to any additional help that they may need.
- Inform the police if a criminal offence has been committed.
- Provide information to staff and pupils regarding steps they can take to protect themselves online.

This may include:

- advising those targeted not to retaliate or reply;
- providing advice on blocking or removing people from contact lists;
- helping those involved to think carefully about what private information they may have in the public domain.

Education to prevent bullying will be provided to all students during their time at Hedingham School and appropriate behaviour will be reinforced during lessons and around the school site.

Curriculum opportunities are used to address bullying through:

- Subject areas

- Assemblies

- Presentations from outside agencies and theatre groups

Supporting pupils

- Pupils who have been bullied will be supported by:
- Reassuring the pupil and providing continuous support
- Offering an immediate opportunity to discuss the experience with their teacher, the designated safeguarding lead, or a member of staff of their choice
- Being advised to keep a record of the bullying as evidence and discuss how respond to concerns and build resilience as appropriate
- Working towards restoring self-esteem and confidence
- Providing ongoing support; this may include: working and speaking with staff, offering formal counselling, engaging with parents and carers
- Where necessary, working with the wider community and local/national organisations to provide further or specialist advice and guidance; this could include support through Early Help or Specialist Children's Services, or support through Emotional Wellbeing and Mental Health Service (EWMHS)

Pupils who have perpetrated the bullying will be helped by:

- Discussing what happened, establishing the concern and the need to change
- Informing parents/carers to help change the attitude and behaviour of the child
- Providing appropriate education and support regarding their behaviour or actions
- If online, requesting that content be removed and reporting accounts/content to service provider
- Sanctioning, in line with school behaviour/discipline policy; this may include official warnings, detentions, removal of privileges (including online access when encountering cyberbullying concerns), and fixed-term or permanent exclusions
- Where necessary, working with the wider community and local/national organisations to provide further or specialist advice and guidance; this may include involvement from the Police or referrals to Early Help

Supporting adults

- Our school takes measures to prevent and tackle bullying among pupils; however, it is equally important to recognise that bullying of staff and parents, whether by pupils, parents or other staff members, is unacceptable
- Adults (staff and parents) who have been bullied or affected will be supported by:

- Offering an immediate opportunity to discuss the concern with the designated safeguarding lead, a senior member of staff and/or the Headteacher
- Advising them to keep a record of the bullying as evidence and discuss how to respond to concerns and build resilience, as appropriate
- Where the bullying takes place off school site or outside of normal school hours (including online), the school will still investigate the concern and ensure that appropriate action is taken in accordance with the school's behaviour and discipline policy
- Reporting offensive or upsetting content and/or accounts to the service provider, where the bullying has occurred online
- Reassuring and offering appropriate support
- Working with the wider community and local/national organisations to provide further or specialist advice and guidance

Adults (staff and parents) who have perpetrated the bullying will be helped by:

- Discussing what happened with a senior member of staff and/or the Headteacher to establish the concern
- Establishing whether a legitimate grievance or concern has been raised and signposting to the school's official complaints procedures
- If online, requesting that content be removed
- Instigating disciplinary, civil or legal action as appropriate or required

6. Support

The whole school community will:

- Provide a range of approaches for pupils, staff and parents/carers to access support and report concerns.
- Regularly update and evaluate our practice to take into account the developments of technology and provide up-to-date advice and education to all members of the community regarding positive online behaviour.
- Take appropriate, proportionate and reasonable action, in line with existing school policies, for any bullying bought to the schools attention, which involves or effects pupils, even when they are not on school premises; for example, when using school transport or online, etc.
- Implement appropriate disciplinary sanctions; the consequences of bullying will reflect the seriousness of the incident, so that others see that bullying is unacceptable.
- Use a variety of techniques to resolve the issues between those who bully, and those who have been bullied.

Education and Training

The school community will:

- Train all staff, including: teaching staff, support staff (e.g. administration staff, lunchtime support staff and site support staff) and pastoral staff, to identify all forms of bullying and take appropriate action, following the school's policy and procedures (including recording and reporting incidents).

- Consider a range of opportunities and approaches for addressing bullying throughout the curriculum and other activities, such as: through displays, assemblies, peer support, the school/student council, etc.
- Provide systematic opportunities to develop pupils' social and emotional skills, including building their resilience and self-esteem.

Involvement of pupils

We will:

- Involve pupils in policy writing and decision making, to ensure that they understand the school's approach and are clear about the part they have to play to prevent bullying.
- Regularly canvas children and young people's views on the extent and nature of bullying. Ensure that all pupils know how to express worries and anxieties about bullying.
- Ensure that all pupils are aware of the range of sanctions which may be applied against those engaging in bullying.
- Involve pupils in anti-bullying campaigns in schools and embedded messages in the wider school curriculum.
- Publicise the details of internal support, as well as external helplines and websites.
- Offer support to pupils

Involvement and liaison with parents and carers

We will:

- Take steps to involve parents and carers in develop policies and procedures, to ensure they are aware that the school does not tolerate any form of bullying
- Make sure that key information about bullying (including policies and named points of contact) is available to parents/carers in a variety of formats
- Ensure all parents/carers know who to contact if they are worried about bullying and where to access independent advice
- Work with all parents/carers and the local community to address issues beyond the school gates that give rise to bullying
- Ensure that parents work with the school to role model positive behaviour for pupils, both on and offline
- Ensure all parents/carers know about our complaints procedure and how to use it effectively, to raise concerns in an appropriate manner in order to address the problems they have

7.   Criminal Law

Although bullying in itself is not a specific criminal offence in the UK, it is important to bear in mind that some types of harassing or threatening behaviour – or communications – could be a criminal offence, for example under the Protection from Harassment Act 1997, the Malicious Communications Act 1988, the Communications Act 2003, and the Public Order Act 1986.

If school staff feel that an offence may have been committed they should seek assistance from the police. For example, under the Malicious Communication Act 1988, 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."

8.   Bullying outside school premises

Head teachers have a specific statutory power to discipline students for poor behaviour outside of the school premises. Section 89(5) of the Education and Inspections Act 2006 gives head teachers the power to regulate students' conduct when they are not on school premises and are not under the lawful control or charge of a member of school staff.

This can relate to any bullying incidents occurring anywhere off the school premises, such as on school or public transport or village centre. Where bullying outside school is reported to school staff, it will be investigated and acted on. The Headteacher should also consider whether it is appropriate to notify the police or anti-social behaviour co-ordinator in their local authority of the action taken against a student. If the misbehaviour could be criminal or poses a serious threat to a member of the public, the police should always be informed.

9.   Monitoring and Review

- The school will ensure that they regularly monitor and evaluate mechanisms to ensure that the policy is being consistently applied.
- Any issues identified will be incorporated into the school's action planning.
- The Headteacher will be informed of bullying concerns, as appropriate.
- The named Governor for bullying will report on a regular basis to the governing body on incidents of bullying, including outcomes.

10.   Useful links and supporting organisations

- Anti-Bullying Alliance: www.anti-bullyingalliance.org.uk
- Childline: www.childline.org.uk
- Family Lives: www.familylives.org.uk
- Kidscape: www.kidscape.org.uk
- MindEd: www.minded.org.uk
- NSPCC: www.nspcc.org.uk

Cyberbullying

- Internet Controls for parents: https://www.internetmatters.org/parental-controls/
- Childnet International: www.childnet.com
- Digizen: www.digizen.org
- Think U Know: www.thinkuknow.co.uk
- UK Safer Internet Centre: www.saferinternet.org.uk

Race, religion and nationality

- Anne Frank Trust: www.annefrank.org.uk
- Kick it Out: www.kickitout.org

LGBT

- Barnardos LGBT Hub: www.barnardos.org.uk/what_we_do/our_work/lgbtq.htm