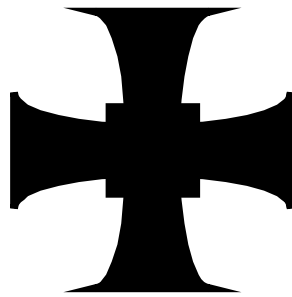


# TRINITY SCHOOL



A CHURCH OF ENGLAND ACADEMY

## ANTI-BULLYING POLICY

**Pastoral Committee**

**Revised:** January 2017

**Approved by the Pastoral Committee:** February 2017

**Ratified by the full Governing Body:** March 2017

**Next review:** January 2019

## **What is bullying?**

Bullying is deliberately hurtful behaviour. This can be physical, verbal, indirect or cyber:

PHYSICAL	hitting, kicking, taking belongings
VERBAL	name calling, insulting, making offensive remarks
INDIRECT	spreading nasty stories about someone, excluding someone from a social group, making a person the subject of malicious rumours.
CYBER	the use of information and communication technologies (such as e-mail, text, website and blogs) to bully others

## **Why an anti-bullying policy is necessary**

As a Church of England Academy we are committed to promoting a Christian ethos. Every person deserves to be treated with respect in every situation. We actively encourage everyone to treat others as they would like to be treated themselves. All students have a right to learn in a supportive, safe and caring environment without fear of being bullied.

Bullying is a form of social cruelty; it can affect everyone, not just the bullies and victims. It affects students who watch passively and other students can be drawn into it by peer pressure. Bullying is not an inevitable part of school life, and it rarely becomes resolved without intervention from staff. No one should have to accept being bullied.

## **Aims and objectives**

**We aim and work to be a school without bullying.**

### **AIMS**

The overriding aim is for teachers, parents/carers and students to work together to:

- produce an atmosphere in school in which bullying is regarded by everyone as totally unacceptable.
- resolve bullying issues effectively, by supporting the victims and seeking to change the attitudes of the bullies.

### **OBJECTIVES**

The aims of the policy are dependent upon the following objectives being fulfilled:

- all members of the school community knowing what we mean by bullying.
- raising the awareness of students and parents/carers, regarding the serious consequences of bullying.
- taking all opportunities to raise the self-esteem of students, to avoid their becoming bullies or the victims of bullies.
- encouraging parents/carers and students to report bullying to the staff.
- agreed procedures and strategies being followed when incidents of bullying are reported.
- counselling victims of bullying and providing them with access to appropriate medical/psychological treatment.

- Identifying bullies and sanctioning them accordingly, encouraging them to change their attitudes and offering appropriate counselling.

### **Procedures recommended to students and parents/carers**

#### **STUDENTS – WHAT YOU SHOULD DO IF YOU ARE BULLIED**

- Try not to show that you are upset; bullies thrive on people's fear.
- Stay with a group of friends and do not allow yourself to be cornered in an area where you are on your own.
- Do not hit the bully; you might end up being accused of bullying yourself.
- Be assertive. Tell the bully you do not like what they are doing and ask them to stop. Tell the bully that you are not going to do whatever they ask you to do / do not accept what they say, and walk confidently away.
- Tell yourself that it is not your fault and that it is the bullies who need to change, not you.

#### **WHAT YOU SHOULD DO AFTER YOU HAVE BEEN BULLIED**

- Go straight to the nearest member of staff and tell them what has happened. Keeping things secret is the bullies' greatest weapon against you; that is why they go to so much trouble to try to stop you telling.
- If it has happened outside school on the way home, tell your parents/carers and ask them to notify the school. This can be done verbally, or by using the School 'IB2' (appendix 2) referral form, which can be found on the School website.
- Write down everything the bullies have done or said to you, and try to write down how you feel. Discuss what you have written with the adult to whom you have reported the bullying and with your Form Tutor.
- Be accurate about what has happened. If a small part of what you are saying is shown to be untrue, then it casts a doubt over everything else you have said.
- If the bullying does not stop, or starts again then tell your Head of House or House Tutor.

#### **WHAT YOU SHOULD DO IF YOU WITNESS SOMEONE BEING BULLIED**

- Challenge the bully and tell them to stop what they are doing. If you stand by and do nothing, it looks as if you are on the side of the bully and makes the victim feel as if they are on their own.
- Do not fight the bully.
- Do not laugh when someone is being bullied.
- Do not be, or pretend to be, friends with a bully when they are behaving badly.
- Include the bullied student in your group and take that person with you to a safer place.
- If you are too frightened to get involved, find an adult quickly and tell them immediately.

## **WHAT YOU SHOULD DO AFTER SOMEONE ELSE HAS BEEN BULLIED**

- Tell the nearest member of staff what has happened. Alternatively, this can also be referred by using the 'IB2' referral form, which can be found on the School website.
- Try to make the student feel better about themselves by reassuring them that they have done nothing wrong and that it is the bully's fault.
- Listen to what the student has to say?
- Encourage the student to join in with your group of friends.

## **WHAT YOU SHOULD DO AS A PARENT/CARER IF YOUR CHILD HAS BEEN BULLIED**

- Stay calm and talk to your child about what has happened.
- Make a note of what happened, the names/descriptions of the bullies and the place and time the bullying occurred.
- Inform the school. If we don't know about the bullying we cannot stop it. Inform your son/daughter's Form Tutor of any small incidents. Inform your son/daughter's Head of House/House Tutor of any serious or repeated incidents. You may wish to do this by using the 'IB2' referral form, which can be found on the School website.
- Advise your child what to do if they are bullied again (see above). Under no circumstances should they attempt to fight the bully or pay them off.
- Encourage your child to report any further incidents to teachers and to yourself.
- Look for unusual behaviour in your children. For example, they may become uncharacteristically aggressive, they may suddenly stop completing homework to their normal standard, and they may claim to be unwell more frequently and may be reluctant to attend school.
- Contact the school again if the problem is not resolved.
- Remember, if a bully gets away with bullying your child he/she will probably come back or bully others. You help all the children, even the bully, by reporting the bullying.

## **WHAT YOU SHOULD DO AS A PARENT IF YOUR CHILD IS BULLYING OTHER CHILDREN**

- Ask them why they are bullying other children, and if someone else is bullying them.
- Tell them that bullying, on any level, is unacceptable. Discourage them from bullying anyone in future.
- Advise them how to resolve disputes amicably in school, with the help of staff.
- Inform your child's Head of House about the conversations you have had with your son/daughter, so that we can take account of your intervention in following up any reports of bullying by your child.

## **STAFF PROCEDURES**

### **WHAT WE DO AS A SCHOOL TO PREVENT BULLYING**

- All staff actively promotes the school's Christian ethos, encouraging students to treat other students as they would like to be treated.

- Provide access to equality and diversity training for staff including training about how to challenge prejudice and respond to prejudice-related incidents.
- At the start of each year, all Form Tutors should explain the school's anti-bullying policy to the students.
- In all teaching rooms, House areas and public areas, anti-bullying posters are displayed/projected, encouraging students to report any instances of bullying to members of staff.
- Throughout the year, staff reinforce the school's anti-bullying policy in Personal Development activities, curriculum activity and during assemblies. Participation in initiatives and local/national events which can provide a means of engaging in the subject is also encouraged. These could include Anti-Bullying week, Black History Month, International Women's day, Holocaust Memorial Day, LGBT History Month.
- We raise the self-esteem of students by rewarding them for their achievements.
- Staff are on duty in the corridors, House areas, outdoor play areas and dining halls at break time and lunch time.
- We endeavour to ensure that lessons begin on time and that students are not left unattended in the corridors.
- We look out for signs that any student is not happy, particularly those who have been bullied in the past.
- We take pride in our House system and pastoral care at Trinity School, and its ethos of family grouping.

#### **WHAT WE DO TO MONITOR THE EFFECTIVENESS OF THE WAY THE ANTI-BULLYING POLICY IS IMPLEMENTED**

- On an on-going basis, we monitor the effectiveness of the policy through minuted discussions at House Team meetings, Head of House meetings, House and School Council meetings, Sixth Form Council meetings and Senior Leadership Team meetings.
- Students are asked about the prevalence of bullying through surveys. Currently, we use Kirkland Rowell to produce detailed survey results.

#### **WHAT WE DO AS A SCHOOL TO DEAL WITH THE BULLYING THAT HAS BEEN IDENTIFIED**

- We listen carefully whenever a student reports bullying and we make sure that the matter is dealt with, taking every possible action to eradicate it.
- Upon witnessing, or in receipt of disclosure, we report all instances of bullying, using the 'IB1' (appendix 1) recording form. These are forwarded to Heads of Houses, who will organise appropriate intervention strategies.
- We interview the suspected bully, the suspected victim and any witnesses separately.
- Identity-based prejudice related incidents are reported to the Local Authority periodically.
- Help, support and counselling is given to both the victims and the bullies in the following respects:

## **VICTIMS**

- Offering an opportunity to talk about the experience with their Form Tutor, House Tutor, Head of House or Assistant Headteacher (Behaviour & Welfare) or Co-Headteachers.
- Informing the victims' parents/carers of any unresolved incidents of bullying
- Offering continuing support and counselling from Pastoral staff, with a view to reducing the risk of victims becoming victims in the future.
- Explaining the nature of any sanctions taken against the bully.

## **BULLIES**

- Passing information about any unresolved incidents of bullying to the House Tutor or Head of House.
- Notifying the bullies' parents of any unresolved incidents/recurring incidents of bullying, and informing them of how we are proceeding to deal with the situation.
- Talking the incident through with the bullies, with a view to changing their attitudes taking disciplinary action to punish the bully for what they have done, to deter future bullying and to protect other students.

## **DISCIPLINARY ACTION**

We adopt a staged approach in taking disciplinary action in line with the school behaviour policy:

- Officially warning the bully.
- Informing the bully's parents/carers.
- Putting in place a sanction such as detention, Quiet Room, seclusion or fixed term exclusion.
- If necessary, recommending permanent exclusion to the School Governors.

## **Anti-Cyberbullying**

Bullying does not just happen face-to-face. Bullying can involve using mobile phones, text messaging, chat rooms, instant messaging and video.

Cyber-bullying often happens outside of school, but its effects are felt in school.

Victims might receive threats during the evening or at weekends and then feel intimidated about coming to school.

Regardless of when and where cyber-bullying occurs, we will take action against it and against the perpetrators.

Schools can confiscate and search mobile phones and other devices if there is suspicion that they have been used to bully or intimidate.

Making threatening or intimidating comments is against the Law and any student who does this may be reported to the Police.

Parents/carers should be encouraged to make sure that the school is aware of any incidents as well as the mobile operator or Internet Service Provider.

If you are the victim:-

- Try to keep copies of threatening emails or text messages.
- Don't accept or open emails from people you do not know.
- Never give out personal information.

**APPENDIX 1: SCHOOL IDENTITY – BASED INCIDENT RECORDING FORM (IB1)**

1. Date and time incident recorded

2. Person who reported incident

Victim                       Other (please specify)

3. Type of incident (please tick)

1. Disrespect	
2. Non Co-operation	
3. Verbal Harassment	
4. Physical Harassment	
5. Cyber Bullying	
6. Other	

4. The incident was motivated by:

1. Disability	5. Race
2. Gender	6. Religion or Belief /Lack of
3. Gender Identity	7. Sexual Orientation
4. Pregnancy and Maternity	8. Other

5. Details of student(s) or young people involved

Names	Year Group	Gender	Ethnic Origin Code	Role*

\* Role: **V** Victim      **P** Perpetrator(s)      **A** Associate      **B** Bystander

6. Have parents/carers of victim been informed?                      Yes              No

Have parents/carers of perpetrators been informed?              Yes              No

Repeat victim?    Yes              No

7. Perpetrator known to victim (by sight or name)?              Yes              No

Repeat perpetrator?    Yes              No



8. Brief summary of incident (including location)

9. Summary of agreed actions (including future preventative work, if any)

10. Recorded and completed by:

Date:

# Student Report Form (IB2)

## Identity Based Incident Student Report Form

If you have been called names, pushed past, spat at, insulted, bullied, laughed at, not included or physically hurt because of: your disability, sex, sexual orientation, religion, gender identity, ethnicity or because you are pregnant or just had a baby, please complete this form and **(once complete hand the form to Main Reception)** to get support and stop it happening again.

What is your name and class?

What happened to you?

When did it happen?

Where did it happen?

What do you want the school to do?

Today's Date