

Prevention of Bullying Policy and Procedures

Our Definition of Bullying

Bullying is any form of deliberate behaviour, by an individual or group, repeated over time which intentionally causes hurt or distress physically or emotionally to another individual or group.

Bullying has many forms – e.g. physical, verbal, emotional or electronic (cyber-bullying). A bully is someone who targets others and makes them unhappy or frightened over a period of time. They may do this by:

- Threatening behaviour (psychological, intimidation)
- Using physical violence
- Using unpleasant words – insulting comments, mocking verbal abuse
- Stealing property, taking or demanding money
- Deliberately upsetting people
- Sending unpleasant text messages/images
- Using the internet/MSN/technology to spread unpleasant rumours (cyber bullying)

Single, one-off incidents are not usually bullying, but if they are repeated, they must be reported and will be dealt with by the school.

We are aware that bullying can happen anywhere, but we strongly believe that wherever students are they have the right to be safe. Nobody has the right to make anyone unhappy.

Our Policy and the Law

The Education and Inspections Act 2006 section 89:

- provides that every school must have measures to encourage good behaviour and prevent all forms of bullying amongst pupils. These measures should be part of the school's behaviour policy which must be communicated to all pupils, school staff and parents;
- gives head teachers the ability to ensure that pupils behave when they are not on school premises or under the lawful control of school staff.

The Equality Act 2010

The Equality Act 2010 replaces previous anti-discrimination laws with a single Act. It replaces the three previous public sector equality duties for race, disability and gender, and also covers age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The Duty has three aims.

- Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act;



- Advance equality of opportunity between people who share a protected characteristic and people who do not share it;
- and foster good relations between people who share a protected characteristic and people who do not share it.

Safeguarding Children and Young People

Under the Children Act 1989 a bullying incident should be addressed as a child protection concern when there is 'reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm'. Where this is the case, school staff should report their concerns as per the Children Protection Policy and Procedures.

Even where safeguarding is not considered to be an issue, schools may need to draw on a range of external services to support the pupil who is experiencing bullying, or to tackle any underlying issue which has contributed to a child doing the bullying.

Bullying Outside School Premises

Head teachers have a specific statutory power to discipline pupils 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 pupils' 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, outside the local shops, or in a town or village centre.

Where bullying outside school is reported to school staff, it should be investigated and acted on. The head teacher should also consider whether it is appropriate to notify the police or anti-social behaviour coordinator in their local authority of the actions taken against a pupil. If the misbehaviour could be criminal or poses a serious threat to a member of the public, the police should always be informed.

Aims and Objectives of our Policy

- To ensure that all students, parents and staff are aware of the definition of bullying and the distressing effect it has on its victims.
- To outline XP School's Anti-bullying strategy experienced Crew Leaders.
- To ensure that all students, parents and staff are fully aware of the referral procedures for reporting bullying incidents and the strategies adopted for supporting those involved in these incidents.
- To establish a climate in which students who are being bullied, or think another student is being bullied, can speak to an appropriately trained person in the full knowledge that they will be listened to and receive a prompt, appropriate and sensitive response.
- To create a school community where bullying is recognised as unacceptable and where all students can feel valued, secure and happy.

Our stated commitment is that when a young person speaks out about bullying:

- They will be listened to.
- Their concerns will be taken seriously.
- The matters will be investigated.



- Together we will find a way to tackle it.
- Someone will be there to help and support the young person.

Anti-bullying Procedures

All students are encouraged to feel it is right to tell someone if they are being bullied or if someone they know is being bullied. Incidents of bullying will be referred to trained personnel and dealt with quickly and appropriately.

Whilst it is the responsibility of all staff within the school to reinforce the anti-bullying strategy and support the victims of bullying, it is recognised that not all staff have the capacity (due to the commitments of their job) to carry out a swift and thorough investigation. Therefore incidents of bullying should be referred to the appropriate Crew Leader as quickly as possible. Crew Leaders have training, experience and the capacity to respond swiftly and effectively to incidents as they occur.

Staff suspecting an incident of bullying should:

- Reassure the young person that their concerns are being taken seriously and will be investigated.
- Contact the relevant house leader as soon as possible with details of the incident.
- Record the incident details on the school's electronic recording system as an 'Incident'.

Crew Leaders will investigate all reported incidents of bullying using the following procedure:

- Appropriate students will be interviewed by the relevant Crew Leader and statements taken.
- If the investigation confirms a bullying incident has taken place the house leader will complete a 'Reported Bullying Incident' form (Appendix 1) outlining details of the event, evidence and clearly outlining the response.
- The response will include: support for the victim, details of contact with parents and support and sanctions for the perpetrator.
- The incident will be recorded on the electronic recording system as Sanction 4 and tagged as a bullying incident.
- The 'Reported Bullying Incident' form will be stored centrally, both as a paper copy and e-version by the Student Services Admin Assistant. A copy is also stored in the victim's file, along with the witness statements and referenced in the perpetrator's file.
- The victim and perpetrator will be monitored by the appropriate Crew Leaders and a follow up meeting will take place as arranged by the Crew Leader, where required (timing appropriate to individual situations).
- Appropriate staff (including external agencies) will be kept informed of the individual student needs and support mechanisms.

Students have been encouraged to self-refer to either their Crew Leaders or any member of staff that are on duty around the site or in the school building during lunchtime.

The strategy is regularly reviewed by an anti-bullying strategy working party comprising Crew Leaders, key members of teaching staff and our Child Protection Co-ordinator.

The Role of Crew Leaders

Crew Leaders are trained personnel who are available to respond to allegations of bullying and have the experience and capacity to investigate and respond quickly and appropriately. As part of their role they will:

- a) Be the first point of contact in school for parents who are concerned about bullying
- b) Provide advice, support and assistance to any student (and possibly their parents) who complains of bullying



- c) Accept referrals from members of school staff on individual students who are causing concern (both victims of bullying and bullies as well)
- d) Report to the Principal
- e) Liaise with parents to ensure all parties are aware of any incidents that have occurred and the follow up strategies.
- f) Liaise with other Crew Leaders and the wider Staff Team to continue to develop strategies to reduce bullying and deal effectively with incidents of bullying
- g) Where appropriate (if the student and victim are in agreement) Crew Leaders may use restorative practice strategies (Appendix2) to allow the victim to explain the consequences of the bullies' actions to them face to face. This is conducted in a safe and supported environment with trained members of staff. Agreements would then hopefully be reached which would allow a new relationship to be established.
- h) Maintain written records (Appendix 1) of bullying related incidents within pupil files, both the victim and bully. A central paper and electronic record is also held to collate all bullying incidents.
- i) Refer vulnerable students to appropriate services, e.g. counselling
- j) Run discussion groups and work with students who have been identified as "bullies" to reduce the number of bullying incidents on the school site
- m) In collaboration with the Principal and other Crew Leaders seek opportunities to promote the Anti-bullying strategy at XP. School, e.g. via Assemblies, displays, promotion at Presentations of Learning Evenings.

Parental Support

The XP. School Anti-bullying Strategy will be communicated to parents. Methods for this will include:

- An information stand at all Presentations of Learning evenings throughout the year, including Year 6 open evening
- Regular updates and information to parents in newsletters, summarising the strategy and detailing contact numbers.
- Information about the programme and how to access anti-bullying services in the school prospectus
- This policy

Sanctions

Bullying in any form will not be tolerated at XP. School and bullying related incidents will be dealt with seriously. Each incident will be investigated thoroughly and parents will be kept fully informed of the outcome of such investigations. Sanctions applied will depend upon the individual incident but may include:

- Alteration to seating plans within teaching groups
- Lunchtime or after school detentions
- Restricting access to the school site or classrooms
- Isolation via a designated room
- Exclusion from school site at lunchtime for a fixed period of time
- Transfer of Crew group or teaching group
- In serious cases the school will consider a fixed term exclusion
- Any other sanction deemed appropriate to the individual case, including permanent exclusion

Support for the perpetrator will be provided by the Crew Leader or wider multi-agency team as appropriate.



Impact Assessment

Information regarding bullying incidents are recorded and stored centrally for the Crew Leader Team in collaboration with appropriate staff to monitor. Strategies adopted and the outcomes (including long term success) are also recorded allowing the effectiveness of the strategies to be considered.

Whole School training opportunities may be required in response to emerging patterns of incidents, e.g. an increase in cyber bullying. This will co-ordinated by the Principal in collaboration with appropriate staff, e.g. Crew Leaders.

This policy and procedure will be evaluated and reviewed annually.

