



## **Anti-bullying Policy**

### **St Ivo Academy**

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Written by	Ben Daly, Vice Principal
Internal Review	Senior leadership team
Approved	Tony Meneagh, Principal
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## Statement of Intent

At St Ivo Academy we are committed to not only dealing with bullying, but to do all that we can to prevent it happening in the first place. We aim to provide a caring, friendly, and safe environment for all our students so they can learn in a relaxed and secure environment. Bullying of any kind is not acceptable at our school. If bullying does occur, all students should be able to tell and know that incidents will be dealt with promptly and effectively. At St Ivo Academy, anyone who knows that bullying is happening is expected to tell staff.

## Aims

All members of the school community should feel safe and supported. The school wishes to provide an environment of positive working relationships which maximises staff skills and abilities and sets a good example to students. St Ivo Academy will not tolerate any behaviour by students towards other students which is deemed to be bullying.

The school will not permit or accept any behaviour by staff which amounts to intimidation, such as misuse of power or position. Nor will the school tolerate such behaviour from students, parents/ carers or other adults towards staff.

To ensure this:

- All members of the Local Governance Committee (LGC), teaching and non-teaching staff, students and parents/ carers should understand what bullying is and be able to understand the signs of bullying
- All LGC members, teaching and non-teaching staff should know what the school policy is on bullying and follow it when bullying is reported
- All students and parents/ carers should know what the school policy is on bullying, the signs of bullying, what they should do/ who to report it to, if their child or any other child reports bullying and what the procedures/ outcomes could be
- There is a consistent system in place (Bromcom, Teams and CPOMS) for recording, monitoring and dealing with incidents of bullying.

## What is bullying?

**Bullying is unacceptable behaviour which results in somebody feeling hurt, threatened or frightened. It is intentional, deliberate, and repetitive and may take many forms.** Bullying is physical, verbal or psychological conscious behaviour conducted by an individual or a group against a person who is not able to defend themselves in that situation. Bullying can have a devastating effect on its victims, who may suffer physical and mental injury, have reduced self-esteem, have a negative impact on school attendance and may themselves then go on to become bullies, perpetuating a negative cycle.

Bullying can take many forms, examples are:

- **Physical:** hitting, kicking, spitting, tripping someone up, stealing/ damaging someone's belongings etc.
- **Verbal:** name-calling, insulting a person's family, threats of physical violence, spreading rumours, constantly putting a person down
- **Emotional/ Psychological:** excluding someone from a group, humiliation: some incidents of bullying may

be due to a lack of sensitivity or awareness of a situation; however, this can still be addressed as bullying, for example, students with disabilities often report persistent, seemingly, low-level bullying from which there is no let up

- **Identity-based bullying:** any form of bullying related to the characteristics considered unique to a child's identity, such as their race, religion, gender, sexual orientation, or physical appearance. These forms of bullying are not only targeted at an individual but reflect negative attitudes towards a wider sub-community or group to whom that individual identifies with (or is believed to identify with). Young people in such groups may be more vulnerable to or at risk of experiencing bullying and can benefit from more targeted support
- **Racist:** insulting language/ gestures based on a person's actual or perceived ethnic origin or faith, name calling, graffiti, racially motivated violence
- **Sexual:** Sexually insulting language/gestures, name-calling, graffiti, unwanted physical contact
- **Homophobic:** insulting language/ gestures based on a person's actual or perceived sexuality, name calling, graffiti, homophobic violence
- **Disablist:** bullying involving students and young people with disabilities, with name calling, manipulation, conditional friendship and pushing and shoving being common. There may be high levels of bullying between students with emotional and behavioural difficulties, as well as bullying of them by other students
- **Social media/ Cyber bullying:** bullying by text message, bullying via various social media platforms. Bullying that happens on social media is just as harmful as other bullying and sometimes it's even worse. That's because it's hard to get away from and it can reach people no matter where they are or what they're doing. Social media/ Cyber bullying that takes place outside of the school day but impacts on the learning or wellbeing of students during the school day, will be regarded as in-school bullying
- **Manipulative bullying:** where the perpetrator tries to get the victim to act in a certain way do something they should not do
- **Conditional friendship:** where the victim is 'allowed' to be in the friendship group only on certain conditions. These are intended to get the victim into trouble or to humiliate them and may put the victim in danger.
- **Graffiti:** offensive names, comments written in public or private places

All of the types of behaviour listed above are unacceptable and will not be tolerated at the St Ivo Academy.

## What is *not* bullying?

**One-off incidents:** Bullying is persistent and repetitive and generally fits a pattern of behaviour. (There may be occasions when a one-off incident is so significant that it causes long term effects, and it is therefore categorised as bullying e.g. extreme public humiliation that deters someone from engaging in discussions or social events)

**Mutual conflict:** A disagreement, argument, or fight in which both parties have equally participated and where there is no clear imbalance of power.

**Intention:** Bullying is not when two students of approximately the same age have fallen out. Not all bullying is deliberate or intended to hurt. Some individuals may see their hurtful conduct as 'banter' or 'a game'. These forms of bullying are equally unacceptable but can often be corrected quickly with advice and targeted intervention by form tutors and heads of year.

Bullying is not the 'normal' difficulties that happen with students and young people's friendships, although if these are not resolved they could lead to bullying behaviour.

## Procedures

We encourage students to speak to an adult in school if they are being bullied or witness bullying; all disclosures will be taken seriously and acted on. All students should be responsible for bringing bullying to the attention of a member of staff.

- All staff should report bullying concerns on CPOMS (with follow up communication to relevant pastoral staff – face to face or via email).
- A clear process for investigating and recording bullying is communicated to all staff (see below)
- We encourage all students to report bullying online using the [itstopsnow@astreastivo.org](mailto:itstopsnow@astreastivo.org) email address
- Staff will take appropriate action on the information given. It will be the professional judgement of the Head of Year and the Senior Leadership Team to determine the nature of the problem and the appropriate level of response and course of action
- In most cases written accounts of the incident will be taken and following the investigation the perpetrator will be dealt with appropriately
- A variety of appropriate strategies can be used and will escalate depending on the nature/ number of incidents
- Please see Appendix 2, for our procedural flowchart.

## Appropriate Strategies could include:

- Apology from perpetrator to victim (verbal or written)
- Positive steps to be taken with the perpetrator to encourage improved behaviour, possibly through peer mediation
- Completion of educational work (Personal Development, Behaviour and Culture booklets), whilst in the Reset Classroom
- Counselling of perpetrator/ victim through the most appropriate support system
- Involvement of the School Support Officer (police)
- Parents/ Carers may be contacted by letter, email or phone call, inviting them into school to discuss bullying issues.

## The following guidelines will be used when dealing with persistent bullying

The information outlined below is intended as a guide only. The principal/ member of the senior leadership team (SLT) will decide where an incident fits into the following consequences.

**An initial consequence will be delivered to the perpetrator:** A copy of this consequence will be communicated via a phone call, email or a letter to parents/ carers and will be recorded on Bromcom and the school's Bullying Incident Log. Any possible additional educational needs of the perpetrator will be assessed or reviewed and, if appropriate, provision will be made for additional support. Students will be made aware of the consequences of their behaviour, should the issue continue.

**Suspension from school for a period of time:** Parents/ Carers will be informed. A copy of this consequence will be communicated via a phone call, email or a letter to parents/ carers and will be recorded on Bromcom and the school's Bullying Incident Log. At the end of suspension the student,

accompanied by a parent/ carer, will attend a meeting with a member of the senior leadership team (SLT) and the Head of Year. Any possible additional educational needs of the perpetrator will be assessed or reviewed and, if appropriate, provision will be made for additional support.

**Longer period of suspension or permanent exclusion from school:** Parents/ Carers will be informed. A copy of this consequence will be communicated via a phone call and a letter to parents/ carers and will be recorded on Bromcom and the school's Bullying Incident Log. If the student is readmitted at the end of the suspension the student, accompanied by a parent/ carer, will attend a meeting with a member of the senior leadership team (SLT) and the Head of Year. Any possible additional educational needs of the bully will be assessed or reviewed at the next intervention group meeting and, if appropriate, provision will be made for additional support.

**If a student serves a suspension and then re-offends, they will be at serious risk of permanent exclusion.**

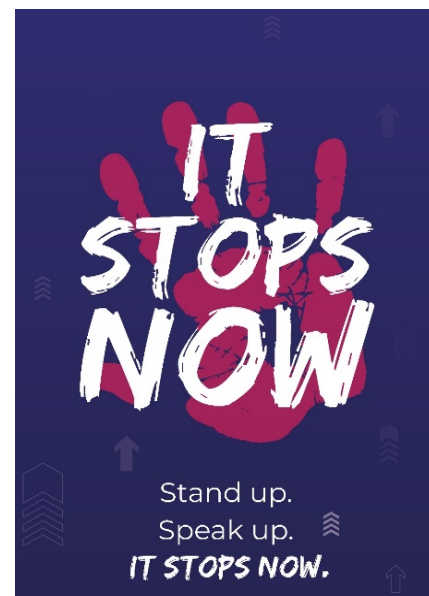
These are minimum consequences and each incident will be judged on its own merits alongside a review of the perpetrators prior conduct. In very serious cases it may be necessary to make a report to the Police or Social Services; however, it is the policy of the school to attempt to resolve such issues internally, using our own disciplinary procedures, unless the matter is of such gravity that a criminal offence has been committed. Any bullying offence involving a crime (eg demands for money) will be reported to the Police. Any retaliation by a perpetrator or person appointed by the perpetrator against any other student whom the perpetrator suspects of having provided information which has led to their punishment, will result in an immediate suspension from school of the perpetrator, pending consideration of permanent exclusion.

Throughout these escalating series of consequences the school will consider a range of restorative practices. The school's aim will be to provide all involved students with the necessary care and support to help them overcome their present difficulties.

At each stage of the school's procedures after the incident/ incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

## Prevention

- Positive attitudes towards each other will be promoted through the school character values, assemblies, Personal Development (PD) lessons, Behaviour and Culture curriculum and all aspects of school life
- School participation in the national 'anti-bullying' week
- Staff will be expected to actively promote and implement a whole school ethos that is opposed to bullying in all its forms
- Student leaders will be used to challenge anti-social behaviour at break and lunch time and to support students who appear to be socially isolated
- The school website and desktops have a link on the homepage for students/parents and carers to report bullying
- Training 'Anti Bullying Ambassadors' from Year 7 onwards, to peer support bullying, both victims and perpetrators, empowering our students to learn to listen, report and resolve concerns
- St Ivo Academy 'It Stops Now' campaign, including the



[itstopsnow@astreastivo.org](mailto:itstopsnow@astreastivo.org) email address, where bullying incidents can be reported to key pastoral staff.

## Roles and responsibilities

**All members of staff** have a role to play in preventing and combating bullying. They should:

- Make themselves fully aware of the Anti-bullying policy
- Deal firmly with any incidents of bullying that occur in the classroom, using the school's behaviour policy
- Liaise with the relevant pastoral team
- Reassure and support the student(s) involved and take the time to listen to them
- Advise students that they are required to pass details onto the relevant member of the pastoral team
- Report all concerns on CPOMS
- Inform an appropriate member of the pastoral team as soon as possible.

**Heads of Year** are responsible for:

- Investigating and monitoring incidents of bullying
- Report all concerns on CPOMS
- Recording all incidents of bullying on CPOMS, Bromcom and Teams (bullying tracker) in detail and ensure that the relevant senior leaders (Pastoral) are informed
- Incidents of bullying should be recorded on CPOMS, Bromcom and Teams (bullying tracker).
- Keeping the Teams 'bullying tracker' up to date
- Initiating, updating and communicating bullying report forms with victims and their parents/carers (see Appendix 3)
- Liaising with staff and with parents/ carers
- Keeping detailed and accurate records of meetings
- Promoting the anti-bullying policy during assemblies

**We expect our students to:** As part of the school community, students have a responsibility to help combat bullying by supporting other students when they are vulnerable by doing the following:

- Don't gang up against another student in a vulnerable position but try to help them feel less vulnerable
- Don't join in with making fun of them, even if you don't feel able to challenge the bullying behaviour yourself. And don't turn a blind eye to bullying and victimisation
- Care for each other and report incidents of anti-social and bullying behaviour
- Support other students in the school
- Think before saying unkind words
- Never touch another student in an aggressive/ inappropriate manner
- Try not to leave other students out of classroom and social activities
- Be an 'upstander', not a 'bystander' to bullying behaviours.

**Social media:** Most websites and apps have rules against bullying and harassment and can help if it's happening to you or someone you know.

If you've seen or experienced bullying on social media, it's important to:

- report what's happened on the site or app
- block the people bullying you
- take screenshots of nasty messages, but don't reply to them
- tell someone you trust, like your parent, carer or a member of school staff

**Parents/ Carers:**

When something happens that affects your child, you are naturally anxious to have the matter dealt with as quickly as possible. However, it is important that any action taken is well thought out. It is worth remembering that dealing with bullying successfully needs to be in a partnership – the school, the parents/ carers and students all have a role to play.

During your discussion with your child about the bullying, you will have obtained their agreement that you are going to talk to someone at school. Please be aware there might be a different version of the same incident and therefore it is important for everyone to be clear about the facts of the incident, before deciding what appropriate action to take. Those dealing with it need time to speak to those involved and take the agreed action; time should then be allowed for the situation to change and improve.

If the bullying or assault, threats or intimidating behaviour occurs outside school hours, parents or carers should also call the police.

We ask our parents/ carers to support their children and the school by:

- Watching for signs of distress or unusual behaviour in their children, which might be evidence of bullying
- Advising their children to report any bullying to staff and explain the implications of allowing the bullying to continue unchecked, for themselves and for other students.
- Advising their children not to retaliate violently to any forms of bullying.
- Co-operating with the school, if their children are accused of bullying, try to ascertain the truth. And point out the implications of bullying, both for the children who are bullied and for the perpetrators themselves.

Parents/ Carers should report instances of bullying if:

- their child is a victim
- they are aware that any other student is the victim of bullying
- their child is involved in bullying, this includes witnessing such incidents.

All information will be treated with the utmost discretion and handled sensitively.

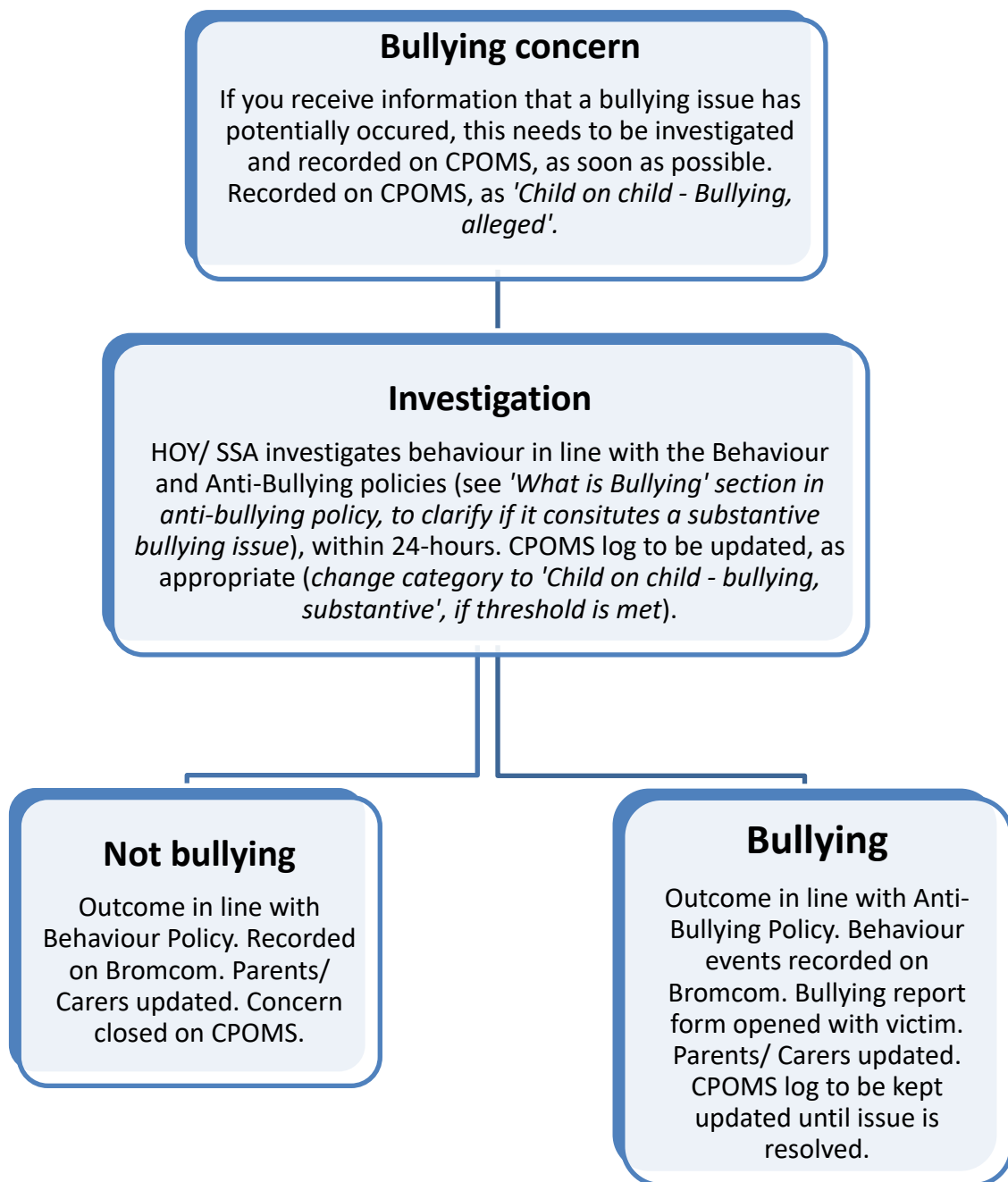
## Appendix 1:

### Useful resources / Links

- Department of Education (2017) Preventing and tackling bullying, Advice for Headteachers, staff and governing bodies
- Stonewall: [www.stonewall.org.uk](http://www.stonewall.org.uk) - Useful information and links on LGBTQ issues.
- Advisory Centre for Education: [www.ace-ed.org.uk](http://www.ace-ed.org.uk)
- Anti-Bullying Alliance: [Anti-Bullying Alliance](http://Anti-Bullying Allliance)
- BBC Schools: [www.bbc.co.uk/schools](http://www.bbc.co.uk/schools)
- Bullying Online: [www.bullying.co.uk](http://www.bullying.co.uk)- Useful information and links on bullying and related issues for parents, children and teachers.
- ChildLine: [www.childline.org.uk](http://www.childline.org.uk) -Primarily a helpline for children but has useful information and links on bullying. Chips (Childline in Partnership with Schools) encourages schools to support students in setting up anti-bullying projects.
- The Children's Society: [Bullying | The Children's Society \(childrenssociety.org.uk\)](http://Bullying | The Children's Society (childrenssociety.org.uk)) – 'Bullying! Information for parents on how to help your child' – leaflet giving information and practical guidance.
- Kidscape: [Help With Bullying \(kidscape.org.uk\)](http://Help With Bullying (kidscape.org.uk)) Advice for children, parents and teachers as well as training and sample policies.
- Schools Out!: [www.schools-out.org.uk](http://www.schools-out.org.uk)- Campaigns for better support networks for gay and lesbian students and clearer guidance for teachers on issues of sexuality.
- Topmarks: [www.topmarks.co.uk](http://www.topmarks.co.uk) - Aims to provide easy access to the best educational websites including information on bullying for teachers, parents and young people.
- Any child who needs help can call Childline – 0800 1111
- NSPCC helpline if you are worried about a child – 0808 800 5000
- Family Lives offer support for any aspect of parenting and family life – 0808 800 2222
- Speak to The National Bullying Helpline about a child who is being bullied at school – 0845 22 55 787
- [www.nspcc.org.uk](http://www.nspcc.org.uk)
- [www.nationalbullyinghelpline.co.uk](http://www.nationalbullyinghelpline.co.uk)


## Appendix 2:

### Procedural flowchart



### Appendix 3:

## Example of Bullying Report Form

	<b>St Ivo Academy</b> <b>Bullying Report Form</b>	<p>Name:</p> <p>Form:</p> <p>Staff:</p> <p>Date:</p> <p><i>*Please ensure that this bullying issue has been logged on to <b>CPOMS and TEAMS</b></i></p>						
<p>Brief outline of the allegation and how long the student feels the problem has persisted:</p>          <p>Names of student (s) involved:</p>								
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