



**SIMON BALLE ALL-THROUGH SCHOOL**

**ANTI BULLYING POLICY**

**First Issue: September 2013**

**This Review: March 2020**

**Next Review: March 2022**

**Committee Responsible: Student**

## Anti- Bullying policy

Everyone at Simon Balle All Through School has a right to feel safe, welcome and happy. Individual differences, strengths and interests are promoted and celebrated. Our aim is that everyone should be able to achieve their potential and grow and develop as a future citizen, feeling safe and respected. For this reason, bullying will not be tolerated in any form and we will take every step to challenge and stop such behaviour. This policy relates primarily to incidents within the school day but on occasions may relate to actions taken outside of school and where there is substantive evidence , for example, cyber bullying.

Our school aims and ethos promotes and teaches all children to accept differences, to feel safe and to be good citizens. Our values of dignity and respect to all are key alongside our vision for a community that lives well with and respects each member. We want all of our students to be happy and thrive, and when things do go wrong, they know where the safety nets are and can trust key adults in school to act upon their concerns.

Bullying of any sort is contrary to our ethos and values, obstructing equality of opportunity. Indeed, it is everyone's responsibility to ensure that bullying does not happen at Simon Balle and if it should, it must be eradicated and dealt with as soon as possible. However, we can only act upon information and corroborated evidence of which we are made aware.

We at Simon Balle will:

- Promote and build upon our strong inclusive ethos and values
- Be committed to challenging attitudes and actions which may lead to intolerance and bullying
- Ensure that victims feel confident to speak out
- Understand the local and national context, in particular cyber bullying
- Help to differentiate "falling out with others" and relationship issues, as opposed to bullying
- Ensure that our PHSEE programmes and community activities send out a clear message of inclusion that we do not accept

- any bullying behaviours, making explicit links to other focus areas such as British values, anti radicalization and gender education
- Accurately record, share, monitor and act upon information regarding anti bullying using CPOMS (the safeguarding software system for schools).

### What is bullying?

While there is no single definition, bullying behaviour is:

- Intended to cause hurt or distress
- Repeated attacks upon an individual or targeted group
- An imbalance of power between two individuals - perpetrator and target
- Direct (physical- pushing, kicking, taking possessions)(verbal- name calling, racist remarks) or indirect (exclusion from a group, spreading rumours) The medium for promoting this can be actual or electronic, or a combination of both

We will ensure that students will:

- Learn about bullying behaviours as part of the PHSEE programme
- Know who to go to if they believe that they are being bullied and that a trusted adult will offer them a safe space to talk
- Be aware that bullying at all times is simply wrong and unacceptable. Equally doing nothing when bullying is witnessed is unacceptable.
- Understand the many forms of cyberbullying and appropriate actions they could take
- Have the opportunities to develop skills to resist and deal with bullies
- Be provided with a secure and safe internet access at school
- That there is a school system for dealing with bullying behaviours and this may result in a restorative process, and or a series of sanctions for the perpetrator.

Parents and families play a key role. They should:

- Be positive role models in speech and actions for their children
- Discourage their children from using bullying behaviour and language at school, home or in the wider community

- Take an active interest in their child's school life, promoting a wide circle of friends and teaching tolerance
- Watch for signs to see if their child is bullied or indeed is bullying others
- Understand the issues surrounding inappropriate use of phones and internet
- Understand their responsibility to supervise the internet at home, checking phones from time to time
- Accept that their child may be involved in acts of bullying (either as target or perpetrator) and work with the school to combat this
- Not get directly involved with any issues by contacting other students, their parents etc.
- Ensure, when appropriate, confidentiality is maintained

### Signs and symptoms

There are a number of signs, which can be linked to a person receiving bullying behaviours, although equally these same signs may be related to other situations.

- Does not want to come into school
- Frightened to travel to school
- Truanting
- Becomes anxious and withdrawn
- Changes occur in effort and attainment
- Feels ill
- Comes home with possessions damaged or constantly lost
- Asks for money or takes money
- Unexplained bruises or cuts
- Bullies other siblings
- Stops eating

### Actions to prevent bullying

We aim to educate all of our students about bullying and how it is unacceptable:

- Through our school ethos and modeling of behaviours
- Through the curriculum and other learning opportunities
- By teaching students how to keep safe and in particular through the delivery of the protective behaviours programme
- In assemblies

- Through monitoring of ipad, chromebook usage on a regular basis
- By banning the use of phones in school at Key Stages 1, 2 and 3, 4 and 5
- Through engagement with parents
- Through student voice

All reported instances are taken seriously and will be explored. Students must inform any adult who will then deal with the case or pass on to Leon Brown, Director of Care and Wellbeing. Leon Brown has overall responsibility for the strategy on the anti-bullying framework.

All reported incidents will be recorded on CPOMS.

As well as dealing with the incident, support will also be tailored to the victim to ensure they feel secure and safe in the Simon Balle community. This package will be personalised and monitored for impact, with regular updates and feedback from the individual and parents.

Each case will be dealt with fairly, consistently and reasonably. The following examples of action may occur:

- Involvement of parents (both target and perpetrator)
- Sanctions (persistent bullying or repeated pattern will trigger the anti-bullying ladder of sanctions) APPENDIX 1
- Circle time
- Restorative justice
- Police involvement
- Peer buddying
- Coaching
- An alteration in their timetable
- Fixed term exclusion
- A permanent exclusion may be considered in extreme cases

Simon Balle All-through School believes that a decision to use permanent exclusion is never taken lightly. Therefore, it may only be considered in cases where there is a serious breach that would meet the thresholds for permanent exclusion, as specified by the DfE, or if

behaviours are extreme and all other alternative measures have been exhausted.

### Cyber Bullying

Cyber bullying is on the increase and this is a result of either deliberate or sometimes naive action. It can affect another student directly who attends the school, families or someone else in the community. At all times it may damage the school's reputation. The school therefore reserves the right to be involved whether the electronic material was produced within, or outside, of the school day. This includes on a personal or school device. Students must be aware that some forms of cyberbullying are illegal and that the police may be informed. Furthermore, the school will have the right to review digital material held, or accessed, by any student in the school, including their email, and on their mobile phones

### The 5 Stage Anti-Bullying Framework (see below)

- This will be communicated to students and parents alongside the anti-bullying education programme.
- A student can move straight up the stages depending on the incident. For example, a serious incident could put a student straight on Stage 3
- As part of a pastoral termly review, students on this framework will have their behaviours reviewed. This may result in a movement within the framework
- The decision to place a student on the anti-bullying framework will be made after careful consideration of the evidence and will be based on 'probability'
- Any reported instances will be reported to FGB in the termly behaviour report. Data from each incident will be carefully logged, as per the procedure, with appropriate paperwork

# Anti - Bullying Framework

## Level 1

1<sup>st</sup> reported incident  
Report form completed - copies to  
LB/MM/JP/RK. Logged on  
Go4Schools. Class teacher/HOY  
report on daily log

Group or individual

Action  
Appropriate sanction/conflict  
Resolution/restorative  
approach/reparation

Parents  
Phone call home/letter home within  
24hrs

(perpetrator and target).

Monitor  
Form Tutor/Classroom Teacher

## Level 2

Continuing concerns  
Report form completed copies to  
LB/MM/JP/RK. Logged on Go4Schools  
Class teacher/HOY report on daily log

Group or individual

Action  
Appropriate sanction/conflict  
resolution/restorative approach/reparation.  
Daily report (focusing on specific behavior)

Parents

Meeting at school

Phone call home/letter home within  
24hrs (perpetrator and target)

Monitor

Daily/Form Tutor/Classroom Teacher



## Level 3



Continuing concerns  
Electronic report form completed - copies to  
LB/MM/JP/RK.  
Logged on GO4Schools  
Class teacher/HOY report on daily log



Group or individual



Action  
1-1 support sessions with LB/JP/RK weekly  
10 week behaviour plan  
Meeting with Governors  
Appropriate sanction/resolution.



Parents  
Meeting with LB/HOY/JP/RK  
Letter home to both parties outlining next  
steps



Monitor  
Class teacher/HOY report linked to  
behavior plan.  
Planned reviewed weekly plus  
telephone call to parents/formal  
meeting every four weeks.

## Level 4

Continuing concerns  
Electronic report form completed - copies to  
LB/MM/RK. Logged on GO4Schools.  
Class teacher/HOY report on daily log

Group or individual

Action  
support sessions with LB/MM/JP/RK  
weekly  
16 week pastoral support programme  
Risk of permanent exclusion

Parents  
Meeting with MM/LB/HOY/Class  
teacher/HOY

Letter home outlining plan and next steps

Monitor  
Daily report/weekly phone call home/4 week  
review

# Level 5



5<sup>th</sup> reported incident  
Electronic report form completed copies to  
LB/MM/JP/RK. Logged on GO4Schools  
~~Class teacher/HOY report on daily log~~



Group or individual



Action  
Meeting with AJS/MM/Governor  
LB Present evidence  
Risk of permanent exclusion / alternative  
timetable



Parents

Attend meeting AJS/MM  
AJS, MM outline next steps of the strategy



AJS/MM/LB liaise with outside agencies

Can we look at this again in terms of time span- talks about 5th reported incident- over what timeframe?

Should the stages put different responsibilities onto parents themselves- come in for a workshop?

Date

Mr and Mrs  
Street  
Hertford  
Herts  
SG13 7DF

Level 1 Anti Bullying Framework

Dear Mr and Mrs

I am writing to inform you that \_\_\_\_\_ will be placed on Level 1 of the Anti-Bullying Framework. This is as a result of an incident(s), date, time, that your son/daughter has been identified as the perpetrator of, or as a member of a larger group involved in (type of bullying). This means that your child will be placed on the Anti Bullying register for twelve months and the details will remain on their school file. Please see the attached copy of the framework, specifically the support and sanctions pertaining to the level indicated at the head of this letter. Copies of the relevant policies are available on the school website. Please familiarise yourself with the contents if you wish to do so.

I would be grateful if you would complete the confirmation slip below and return to me as soon as possible.

Yours sincerely

L Brown  
Director of Care and Wellbeing

.....

To: Mr L Brown

**Confirmation of receipt of this notification**

Signed: ..... Date: .....

Print Name: .....

Date

Mr and Mrs  
Street  
Hertford  
Herts  
SG13 7DF

Level 2 Anti Bullying Framework

Dear Mr and Mrs

I am writing to inform you that \_\_\_\_\_ will be placed on Level 2 of the Anti-Bullying Framework. This is as a result of an incident(s), date, time, that your son/daughter has been identified as the perpetrator of or as a member of a larger group involved in (type of bullying). This means that your child will be placed on the Anti Bullying register for twelve months and the details will remain on their school file.

Please see the attached copy of the framework, specifically the support and sanctions pertaining to the level indicated at the head of this letter. Copies of the relevant policies are available on the school website. Please familiarise yourself with their contents if you wish to do so.

I would be grateful if you would complete the confirmation slip below and return to me as soon as possible.

Yours sincerely

L Brown  
Director of Care and Wellbeing

.....

To: Mr L Brown

**Confirmation of receipt of this notification**

Signed: ..... Date: .....

Print Name: .....

Date

Mr and Mrs  
Street  
Hertford  
Herts  
SG13 7DF

Level 3 Anti Bullying Framework

Dear Mr and Mrs

I am writing to inform you that \_\_\_\_\_ will be placed on Level 3 of the Anti-Bullying Framework. This is as a result of an incident(s), date, time, that your son/daughter has been identified as the perpetrator of or as a member of a larger group involved in (type of bullying). This means that your child will be placed on the register for twelve months and the details will remain on their school file.

Please see the attached copy of the framework, specifically the support and sanctions pertaining to the level indicated at the head of this letter. Copies of the relevant policies are available on the school website. Please familiarise yourself with their contents if you wish to do so.

I would be grateful if you would complete the confirmation slip below and return to me as soon as possible.

Yours sincerely

L Brown  
Director of Care and Wellbeing

.....

To: Mr L Brown

**Confirmation of receipt of this notification**

Signed: ..... Date: .....

Print Name: .....



Date

Mr and Mrs  
Street  
Hertford  
Herts  
SG13 7DF

Level 4 Anti Bullying Framework

Dear Mr and Mrs

I am writing to inform you that \_\_\_\_\_ will be placed on Level 4 of the Anti-Bullying Framework. This is as a result of an incident(s), date, time, that your son/daughter has been identified as the perpetrator of or as a member of a larger group involved in (type of bullying) This means that your child will be placed on the Anti Bullying register for twelve months and the details of the incident will remain on their school file. Please see the attached copy of the framework, specifically the support and sanctions pertaining to the level indicated at the head of this letter. Copies of the relevant policies are available on our school website. Please familiarise yourself with their contents if you wish to do so.

I would be grateful if you would complete the confirmation slip below and return to me as soon as possible.

Yours sincerely

L Brown  
Director of Care and Wellbeing

.....

To: Mr L Brown

**Confirmation of receipt of this notification**

Signed: ..... Date: .....

Print Name: .....

Date

Mr and Mrs  
Street  
Hertford  
Herts  
SG13 7DF

Level 5 Anti Bullying Framework

Dear Mr and Mrs

I am writing to inform you that \_\_\_\_\_ will be placed on Level 5 of the Anti-Bullying Framework. This is as a result of an incident(s), date, time, that your son/daughter has been identified as the perpetrator of or as a member of a larger group involved in (type of bullying). This means that your child will be placed on the Anti Bullying register for twelve months and the details will remain on their school file. Please see the attached copy of the framework, specifically the support and sanctions pertaining to the level indicated at the head of this letter. Copies of the relevant policies are available on the school website. Please familiarise yourself with their contents if you wish to do so.

I would be grateful if you would complete the confirmation slip below and return to me as soon as possible.

Yours sincerely

L Brown  
Director of Care and Wellbeing

.....

To: Mr L Brown

**Confirmation of receipt of this notification**

Signed: ..... Date: .....

Print Name: .....