ANTI BULLYING POLICY

DOCUMENT INFORMATION – FRONT SHEET
Please note – the generic policy will be published on the Trust website with a School specific policy published on the individual School Website. Physically printed copies of this policy may be out of date. For the most up to date policy please go to the School Website.

POLICY DETAILS			
POLICY OWNER/AUTHOR	**NEW POLICY**	**CURRENT POLICY - REDRAFT/AMENDMENTS**	
Deputy Headteacher	Yes/No*	Yes/No*	**If Yes please provide brief details of changes below in the version history section and highlight changes in yellow.**

VERSION HISTORY					
VERSION NO & DATE	03.26				
VERSION DETAIL & CHANGES					
PREVIOUS REVIEW DATE		**NEXT REVIEW**	**03.27**	**REVIEW CYCLE**	1 year

APPROVAL INFORMATION			
DATE APPROVED/REVIEWED	03.26	**APPROVED BY**	Ivanhoe School Local Governing Body
UNION CONSULTATION REQUIRED	No	**IF YES, PLEASE STATE DATE OF CONSULTATION**	
NAME OF LIFE MAT SCHOOL	IVANHOE SCHOOL North Street, Ashby de la Zouch LE65 1HX		

At Ivanhoe, we believe that every child and adult matters and this is at the heart of everything we do in building our pro-social community. It is important that all members of Ivanhoe School should be able to participate in activities without fear or constant anxiety. The policy covers bullying incidents between students as well as towards adults or children by parents/carers or other groups associated with the school. We are working with staff, students and parents/carers to create a school community where bullying is not tolerated.

At Ivanhoe, we:

- Discuss, monitor and review this anti- bullying policy on a regular basis (at least every 2 years) with staff, students and parents
- Support our staff to promote positive relationships and identify and tackle bullying appropriately
- Ensure that all students are aware that all bullying concerns are dealt with sensitively and effectively; that students feel safe to learn; and that students abide by this anti-bullying policy
- Report back to parents/carers and individual students regarding their concerns on bullying and deal promptly with complaints
- Encourage parents/carers to work with the school to uphold this anti-bullying policy
- Seek to learn from anti-bullying good practice elsewhere and utilise the support of the LA and other relevant organisations when appropriate
- Promote the concept of being a 'Positive Language School' with the emphasis on the fact that should any member of our community hear derogatory language they should challenge it.

Definition

Bullying covers a range of areas and how they are tackled depends on the nature of the bullying incident. For clarification purposes, bullying is defined as "Intentional, selective, unprovoked, repetitive and hurtful behaviour directed towards another person."

(Please note that this differs from issues such as one-off anti-social incidents (which will be dealt with in accordance with our Behaviour Policy) or the breakdown of friendships (which our Care and Guidance team can support with).

People may be bullied for a variety of reasons the Equality Act 2010 highlights the following protected characteristics-

- Race
- Religion or belief
- Disability
- Gender and gender identity (which can include transphobic bullying & sexual harassment)
- Sexual orientation (homophobic and biphobic bullying)
- With regards to adults within the school it also includes
    - Age

- Gender reassignment
- Marriage and civil partnerships
- Pregnancy and maternity

(See the bullying of adults section below)

Some other issues not covered in the protected characteristics include-

- Appearance or health condition
- Home circumstances

Bullying behaviour could involve the following:

- Physical incidents (such as being hit or having belongings damaged)
- Verbal comments (such as threats and insults)
- Psychological (such as being the victim of rumours or social suspension)
- Bullying using technology/cyber bullying (such as using ICT to make threats and derogatory comments)

This policy covers all areas of the school and should be read in conjunction with several of our policies, notably-

Child Protection/Safeguarding policy, School Improvement Plan, Behaviour policy, Single Equality policy, Acceptable ICT Use agreement (for both staff and students).

It is the responsibility of everyone within the school to uphold this policy and to act in accordance with its guidelines. Adults need to be clear on their role in responding to incidents/reports of bullying and students and parents have their part to play in reporting bullying incidents. We encourage students and parents/carers to inform us of bullying incidents that take place outside school if they feel they could have an impact within school. At times incidents will be reported to us that do not meet our definition of bullying but are in breach of our Behaviour Policy. They will still be taken very seriously, investigated and sanctioned according to the policy.

Child on Child Abuse

Ivanhoe is aware that bullying is part of the wider issue of Child on Child Abuse.

All staff have been trained to be aware that children can abuse other children (often referred to as child on child abuse). And that it can happen both inside and outside of school and online. It is important that all staff recognise the indicators and signs of child on child abuse and know how to identify it and respond to reports.

All staff have been informed, that even if there are no reports in school it does not mean it is not happening, it may be the case that it is just not being reported. As such it is important if staff have any concerns regarding child on child abuse they should speak to the designated safeguarding lead (or deputy). The should also record any child on child abuse using the school procedures for doing so.

All staff understand the essential importance of challenging inappropriate behaviours between peers, that are actually abusive in nature. Downplaying certain behaviours, for example dismissing abusive behaviour as “just banter”, “just having a laugh”, “part of growing up” or “boys being boys/girls being girls”.

Ivanhoe hopes all students would be confident to report any such abuse to a member of staff, however they can also report it via our ‘It’s Not OK’ reporting system on Moodle.

Strategies to prevent bullying

It is our expectation at Ivanhoe that students will work together in respect and harmony. We place a great emphasis on how students should behave, not just in the classrooms, but also around the school. In everything that we do, we seek to create a pro-social environment for all, whilst at the same time, making students aware of the consequences of their actions. There are a number of groups of people who support us in ensuring that students feel cared for and supported:

- **Form tutors** play a vital role in developing a good working relationship with the students in their form and their parents. They are very sensitive to the happiness of the members of their form and are proactive in dealing with bullying issues that arise within the form group.
- **The Pastoral Team** is very experienced at dealing with bullying issues and will support colleagues in dealing with individual cases.
- We work closely with external agencies to prevent bullying, and use a variety of providers such as independent counsellors, to support students when we believe this is necessary.
- **Lunchtime staff** are trained in dealing with bullying issues and are supported by our **Safeguarding and Pastoral team.** They will decide on appropriate sanctions that need to be applied to individual cases of bullying.
- **Peer Support,** our student leaders are also available to support and coach students who have been bullied, our Year Teams will facilitate this support.
- Anti-Bullying is a high profile issue throughout the curriculum, especially in PSHRE lessons, as well as in form time activities and assemblies**.**
- We continually seek new opportunities to train and support our staff and students, in dealing as effectively as possible with bullying issues.

Reporting Bullying

If you are being bullied

- Don’t feel guilty – it is not your fault
- Tell an adult that you trust about the incident
- Try to keep calm and give clear accounts of what has happened, when it occurred and who did what
- Tell your parents/carers about it and tell them that you have told an adult at school
- If you witness bullying towards another student, report it to an adult immediately

If a student reports being bullied to you as an adult

- Listen carefully and sympathetically to what you are being told
- Record key information on the school's 'Allegation of Bullying' sheet on CPOMS
- Treat the matter seriously and pass the information on to the Pastoral or Safeguarding team.
- Check back with the student after a week to see if the bullying situation has been resolved
- Year Teams will check back with parents/carers if they have been involved, to see if they are happy with the resolution

If a student reports being bullied to a parent/carer

- Please contact a member of the Pastoral Team as quickly as possible as with as much information as possible
- We welcome parents/carers supporting their child by completing an 'Allegation of Bullying Sheet' which can be downloaded from our website. This document is at the end of this policy in the download section of our website
- If you need further information or to meet to discuss a bullying issue please contact our Pastoral Team
- If you are concerned about the way in which an issue has been handled, please contact the Deputy Head Teacher, Mrs Emma Boussida as soon as possible

If another student/parent or member of the community reports that they believe a student is being bullied

- As a school we believe that being a bystander to bullying is unacceptable and not pro-social, as it empowers the bully. As part of our 'I can't stand a bystander' initiative we encourage the reporting of any suspicion of others being bullied in whatever form this may take.
- Please contact a member of the Pastoral Team as quickly as possible as with as much information as possible.
- We will also consider relevant sanctions should we discover that any member of our school community has acted as a bystander and failed to report bullying they have witnessed.
- If you are concerned about the way in which an issue has been handled, please contact the Deputy Head Teacher, Mrs Emma Boussida as soon as possible

Forms of action to be taken as appropriate when bullying occurs

- Try to make the bully aware of the impact of their behaviour and to allow them to put things right
- Get both parties together to consider a rehabilitation/ reconciliation meeting
- Agree with both parties strategies to ensure the bullying is not repeated
- Instigating a suitable punishment (replacement of damaged articles, some form of "community service" within the school, impositions, movement out of a group, external agency support as deemed necessary)
- Check back with the student who has been bullied to ensure the situation has been resolved
- If the bullying does not stop, then parents need to be brought into school and a more severe set of punishments may be required (behaviour contracts, fixed term suspension, managed move, governors' disciplinary hearings, or even permanent suspension in the most severe of cases). These meetings will also generate follow up actions

within school such as the creation of risk assessments etc. It is at this stage that SLT and possibly members of the Local Governing Board are involved.

- We will also inform the police if we feel a criminal offence has been committed.

Recording bullying incidents

It is vital that all reports of bullying are recorded on the 'Allegation of Bullying' sheet and also logged electronically. When taking student statements get the individuals (bullied, bullies and witnesses) to put in their own words exactly what happened. Staff may write this for the student if the need arises, but they must write it in the student's own words and read it back to the student to ensure accuracy. It needs to be clearly stated that this is what has happened. This documentation needs to be kept together and given to the Year Team Leads who will put copies into the student's file. The details of any punishment given needs to be recorded in the Arbor behaviour log.

The analysis of patterns of bullying is the responsibility of the SLT member leading on Pastoral Support and Safeguarding.

Teaching and support staff may have access to records via the Arbor system.

Records of bullying of an adult (and any action taken) needs to be recorded on their personal file.

Bullying of Adults

As previously stated, all members of Ivanhoe School should feel safe and happy in their work place. It is the same system of reporting and reconciliation/action that applies to students.

If an adult is being bullied (by a colleague, a parent or other member of the school community) then they should report it. It is usual to report this to their line manager. In the case of bullying by the Line Manger, then it should be reported to the member of SLT linked to their area of work. In the case of bullying by a member of SLT, it needs to be reported to the Head Teacher.

Parents who bully/intimidate school staff will be politely asked to stop and it will be suggested that they outline their concerns in writing rather than verbally or in person. If parents are being intimidating in a one to one situation, they will be asked to leave the school. If we have experience of that form of behaviour from parents in the past, it is better if a colleague is present at any future meeting with those parents and that notes are taken of any meeting and of any telephone conversations. Speaker phones are available in some offices.

We have a staff grievance procedure and all staff have recourse to representation from their professional association if they feel that an issue of bullying has not been addressed or resolved adequately.

Scroll down for a copy of our 'Allegation of Bullying' sheet

ALLEGATION OF BULLYING SHEET

NAME	
DATE	

Our school's definition of bullying is;

"Intentional, selective, unprovoked, repetitive and hurtful behaviour directed towards another person."

To make sure we give you the correct support we need you to help us complete the following information.

Describe briefly what has happened

Was it;

<u>Intentional,</u> **do YOU think that the person or persons who have upset you meant to do it?**

I think they meant to do it because……..

Selective, did they deliberately pick on you or were they doing it to lots of people OR was it random?

Was it ***unprovoked***, had you done anything to upset them before they did something to you.

Repetitive, did they pick on you several times in the same or different ways? If your answer is yes then in as much detail, tell us what they did, where they did it, when they did it and who might have witnessed them doing it?

To help us understand and help you please explain how this hurtful behaviour has made you feel.

If the students response shows bullying is happening, then complete the following. If it does not inform them of this and of what you are going to do about the issues raised.

ACTION PLAN

Date for the action plan to be reviewed……