

# **Bede Academy**



# **Anti-Bullying Policy**

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**Next review:** September 2022

## **Anti-Bullying Policy**

The aim of the anti-bullying policy is to ensure that the whole academy community is able to learn and work in a supportive, caring and safe environment without fear of harassment and where everyone has the right to be treated with respect. Bullying is a form of anti-social behaviour (which is defined below) that is not tolerated at Bede Academy. Bullying can take place within student groups, between students and staff and between staff. When bullying occurs we aim for it to be dealt with promptly and effectively. Bede Academy is a “**Telling School**” which means that anyone who suspects bullying has occurred is expected to share this concern.

### **Objectives of this policy:**

All members of the Bede Academy community should have an understanding of:

- The identification of bullying
- The academy procedures for bullying
- Statutory duties and appeals about bullying

### The identification of bullying

Bullying is deliberately hurtful behaviour where it is difficult for those being bullied to defend themselves. We categorise all bullying incidents using the following six terms:

- |                              |  |
|------------------------------|--|
| <i>1. Cyberbullying:</i>     | An incident involving the use of technology that upsets someone else. It may take the form of intimidation; harassment; defamation; exclusion; impersonation; or involve the unauthorised publication or manipulation of private information or images.              |
| <i>2. Disability:</i>        | An incident with a dimension that is related to a victim’s disability.   |
| <i>3. Physical:</i>          | Any form of physical assault or theft from another student.  |
| <i>4. Racial/intolerant:</i> | An incident will be viewed as racist if it is perceived as that by either the victim, the person reporting the incident or the investigating member of staff. Racism may be manifest in comments and/or physical threats linked to a victim’s religion or ethnicity. |
| <i>5. Sexual:</i>            | Any incident with a sexual dimension which is related to a victim’s perceived or actual sexual orientation.  |
| <i>6. Verbal/emotional:</i>  | An incident where a student is being deliberately unkind towards another student or by excluding them from a group.  |

Bede Academy reserves the right to classify an act of bullying with more than one category if deemed necessary by a senior member of staff. There are various signs and symptoms that could alert you to bullying and these include:

- Being frightened of walking to or from Bede Academy
- Not wishing to go on the school/public bus
- Arriving at Bede Academy very early and/or a fear of leaving Academy on time
- A reluctance to leave the classroom at break or lunch time
- An unwillingness to go to the Academy – School phobia or Truancy
- Becoming withdrawn, anxious, or lacking in confidence
- Attempts or threatens suicide or runs away
- Begins to do poorly in school work
- Comes home with clothes torn or books damaged
- Has possessions or dinner monies that go ‘missing’
- Has unexplained cuts or bruises
- Is bullying other children or siblings

Any of these signs and behaviours could indicate a range of other sensitive issues. It is important to remember that an incident or concern should always be reported regardless how trivial it may appear.

## The academy procedures for bullying

Bede Academy adopts an approach that is both prompt and effective. Where bullying is reported or suspected by a member of staff then:

- In the case of a minor incident between students then this must be dealt with by the teacher and form tutor. An academy incident report should be recorded on “Behaviour Event” slip on Bromcom. When it is recorded, a clear account of the incident should be written down along with any actions taken, this record on the “Behaviour Event” slip should be copied to the student’s form tutor/class teacher and to a member of the Primary Senior Leadership Team or the Secondary Pastoral Team. Once the bullying has been investigated the member of staff will record the outcome of bullying substantiated or bullying unsubstantiated.
- Persistent bullying, an incident involving a member of staff or an individual incident of a serious nature must be handled directly by a member of the Primary Senior Leadership Team or the Pastoral Team. The incident will be assessed and investigated by an appropriate member of the team. All sanctions will be issued after investigation and the academy recognises that it is sometimes necessary to use a fixed term exclusion (internal or external) while this investigation takes place. Parents will be informed of an incident that is classified as bullying within 24 hours of it being reported (and this will be recorded on the official bullying log)
- If we feel it is appropriate then the academy may involve the police (such as, a malicious communication online or a physical assault) and suspend our investigation whilst they conduct their own procedures. The decision to involve the Police will be taken by a member of either the Pastoral or Senior Leadership Team having first discussed the incident with the Principal.
- The Primary Senior Leadership Team or the Pastoral Team will ensure that all appropriate incidents will be recorded and classified on the bullying register. Once an incident has been recorded the Primary Senior Leadership Team or the Pastoral Team may use a bullying report with the student to rebuild their confidence and they will check with a student after an incident at the end of the week, the end of the month and the end of 6 months to ensure there has been to repetition.
- The governing body will be informed of any cases of external exclusion.

### *Follow-up*

An important aspect of the follow-up of a bullying incident is for the bully to seek forgiveness from the victim and seek to restore their trust in them. In this process of restoration, it may be necessary to:

- Discuss what happened
- Establish the reasons why the person became involved
- Establish and explain the wrong doing and to see an expression of the need for change
- Involve the parents to help change the attitude of the person who has bullied

In the case of persistent bullying or an exclusion, a reintegration package will be put into place by the Primary Senior Leadership Team or the Pastoral Team. A contract of future behaviour may be drawn up, agreed, signed by student, parent and senior member of staff.

### *Prevention*

Within the curriculum the academy will raise awareness of the nature of bullying through work in class teacher/form tutor time, assemblies and within the Personal Development curriculum. The academy will establish peer-mentoring schemes where older students support/buddy younger students. Any disclosures in a mentoring context will be passed to Primary Senior Leadership Team or the pastoral staff, as we practice the ‘Telling School’ approach. At the end of lessons staff will supervise the movement of students in the vicinity of their classroom, stairwells as well as the movement of students into and out of the classroom. During break and lunch times students will be supervised to ensure that they are safe.

### Statutory duties and appeals about bullying

All members of staff are responsible for maintaining an accurate record of any incidents that they investigate on the student records for both the victim and perpetrator. A copy of all the accounts must be logged centrally with the Primary Senior Leadership Team or the Pastoral Team. If the incident involves a member of staff then the incident should be immediately passed to the Senior Leadership Team.

#### *Statutory duty of the Academy*

The Principal has a legal duty under the School Standards and Framework Act 1998 and the Education and Inspections Act 2006 to identify and implement measures to promote good behaviour, respect, self-discipline and draw up procedures to prevent bullying among students and to bring these procedures to the attention of staff, parents and students. In addition, by the European Declaration of Human Rights 1992 and in case law, an up to date policy must be available and procedures followed.

#### *Complaints and Appeals Procedure*

All complaints concerning the management of any incident of bullying should be referred to the Vice Principal (Pastoral) in the first instance.

#### *Monitoring and Review of Policy*

This policy will be reviewed every two years or in response to any new information, circulars, guidance or legislation.