BROADSTONE FIRST SCHOOL

BROADSTONE MIDDLE SCHOOL

POLICY :

Anti Bullying

Authors:	**Head of School**
Date:	**June 2023**
Review Body:	**Broadstone First School** **School Standards Board**
Date Adopted:	21 June 2023
Review Date:	Summer 2024

Author:	**Head of School**
Date:	**June 2023**
Review Body:	**Broadstone Middle School** **School Standards Board**
Date Adopted:	5 July 2023
Review Date:	Summer 2024

BROADSTONE FIRST & MIDDLE SCHOOLS
Anti-Bullying Policy

Every member of our community has a right to learn and work, free from fear and distress.

1   What is bullying?

Bullying is behaviour which
- deliberately makes another person feel uncomfortable, distressed or threatened
- is repeated over time
- makes those being bullied feel powerless to defend themselves

Bullying may take many forms, such as

- Emotional – consistently humiliating someone, name calling, using insulting names or offensive language, isolating someone purposely to make them unhappy or persistently taunting or giving particular looks and encouraging others to do it. Using threats or spreading malicious gossip.

- Physical – unprovoked assaults such as pushing, prodding, kicking, pinching.

- Cyberbullying – any form of bullying using a mobile device or internet, chat rooms, social networking sites, instant messaging or email.

- Social – humiliation through exclusion or rejection, 'blanking', spreading rumours, gossiping, peer pressure to conform, using difference as a dividing factor, manipulation, undermining,

- Non-verbal – staring, throwing dirty looks, gesturing, manipulating behaviour through intimidation, body language, invasion of personal space, spitting, silence, stalking.

- Provocative – inciting others to behave in a threatening, racist, sexist, homophobic, discriminatory manner.

- Other – extortion, blackmail, hiding or interfering with personal property.

- Bullying can also be related to race, religion, culture, SEN, disabilities, appearance, sexual orientation and children in care.

Bullying is partaking in any of the above oneself or inciting others to do so.

We believe that not all unkindness is bullying but we take all incidents seriously and will do everything possible to resolve and ameliorate the situation.

Examples of how our school works to prevent bullying

Involving pupils in
- discussions and decision making processes about policies and practical ways to prevent bullying
- PSHE programmes and assemblies
- national anti-bullying week

- Playground buddy system- 'Playground Pals' (BFS)
- Find Your Voice Friday (BMS)
- Anti-bullying Ambassadors (BMS)
- Behaviour panel (BMS)

Raising awareness in staff, parents and governors through
- awareness-raising sessions for teaching and non-teaching staff
- publications to parents/carers

2   The role of the Trust Board and Governors

The Trust Board and School Standards Board support Senior Leaders in all attempts to eliminate bullying from CAT schools. This policy statement makes it very clear that bullying is not acceptable and that any incidents of bullying that do occur are taken very seriously and dealt with appropriately.

The Trust Board reviews the effectiveness of the school policy regularly. School Standards Board review the effectiveness of the policy through the Headteacher termly reports.

3   The role of the CEO, SLT and Staff

It is the responsibility of the Senior Leaders to implement the school anti-bullying strategy and to ensure that all staff (both teaching and non-teaching) are aware of the school policy and know how to deal with incidents of bullying. Senior Leaders report to the School Standards Board and Trust Board about the effectiveness of the anti-bullying policy on request.

It is the responsibility of all school staff to ensure that all children know that bullying is wrong, and that it is unacceptable behaviour both in and out of school.

All incidents of bullying are required to be monitored by the CEO and Senior Leaders and reported in the termly report to governors. The CEO and Senior Leaders may support teachers by investigating incidents of alleged bullying in more depth if required i.e .if parents or teachers ask for support.

The CAT expects all schools and staff to take all forms of bullying seriously, and intervene to prevent incidents from taking place. Records are kept of all incidents that happen in school and must be reported to the Senior Leaders.

The CAT expects all schools and staff to support all children in school and to establish a climate of trust and respect for all. By praising, rewarding and celebrating the success of all children, we aim to prevent incidents of bullying.

Should a parent or carer wish to complain about or appeal against a decision taken by the SLT regarding bullying by a pupil or staff member, they should refer to the Trust Complaints Policy.

4   Strategies Used

Prevention Strategies:

We specifically set out to:

- Encourage children to 'treat others as you wish to be treated', a phrase which children of all ages are able to comprehend.

- Make pupils fully aware that bullying will be treated as a serious breach of school rules and that appropriate sanctions will follow any such behaviour i.e. loss of playtime, letters of apology, involvement of parents, internal exclusions, fixed term suspensions.

- All suspensions will be at the discretion of the Senior Leaders. Please refer to the School's Behaviour Policy.

- Encourage pupils to report any bullying incidents, whether they are involved or not through, learning support assistants, class teacher, support staff, play leaders, peers. ~~circle time.~~

- Help pupils understand that 'telling' would be viewed as responsible action on their part. Failing to report would be seen as condoning the action of the bully.

- Ensure all members of staff (teaching and non-teaching) know how to respond to bullying incidents and the agreed procedures for dealing with individual cases are followed. Ensure Wellbeing Lead/Inclusion Manager and Head of School are aware of situations.

- Put peer mediation in place to alleviate some friendship difficulties (adults always aware).

Not all these strategies will be used all the time. Staff will identify actions to take to support a swift resolution to the incident, although some strategies will involve more in depth and long term work.

5   Reporting

Students and parents should feel free to report bullying to any responsible adult within the school and in confidence. Responsible adults may be their Class Teacher, Deputy Head, Head of School or any member of the Support Staff that they may come in contact with. Any reported incident should be fed to the Senior Leaders where the incident will receive a fair investigation.

Staff experiencing bullying from another member of staff, student or parents should follow the procedures outlined in the policy "Dignity at Work".

All investigations completed should be rigorous and involve due care and sensitivity to the victim. Note-taking should be made throughout the investigation and used as "hard" evidence for all parties concerned. At all stages the investigation should be transparent to all parties. The victim will be reassured that the bully will be spoken with and that the situation will be taken very seriously.

Parents will be informed promptly when any bullying issue comes to light. Regular updates will be provided as to the progress of the investigation and parents will be involved in the final outcome. The school sees the role of parents in two distinct ways.

- To support the school in its sanctions in dealing with the bully (ies) and provide further support, in addition to any external agencies who may work with the bully, to resolve the problem

- To support the victim with any issues that may need to be tackled as a result of the incident, possibly with access to external agencies

Determining appropriate sanctions for incidents will require sensitivity to the impact on the victim as well as consideration of any intentional or potential awareness of the consequences by the perpetrator. The investigation may also have to consider the possibility that the cyberbullying incident could be part of retaliation to a previous bullying endured by the perpetrator.

Staff will inform the victim (and their family) of the sanctions imposed, but the detail will be determined by the school. Confidentiality and dignity must be upheld at all times and it may not be appropriate to share great detail about sanctions.

Once the case has been thoroughly investigated and it is apparent that a form of bullying has taken place, investigating staff should make clear to the perpetrator (s) that what they have done is wrong and hurtful. Attempts may be made to resolve the problem through mediation or conflict resolution but this will depend on the severity of the incident. Staff should encourage the bully to appreciate the hurt they have caused and hopefully learn from the incident. It should be made clear to all parties the sanctions that will be imposed and the reasons for these particular sanctions. At all times the safety and sensitivity of the victim is paramount.

In particular cases it may be deemed necessary to seek assistance from external agencies.

Once decisions and sanctions, if appropriate, have been taken, the school will follow up with the victim and the bully at a later date to ensure no recurrence has occurred and that a resolution has been made. The timetable will depend on the nature and severity of the incident. It will be discussed with both victim and perpetrator so all parties are clear as to the outcome of any possible review.

6   Cyber-Bullying

We are aware that new technologies have a very positive power to transform our students' lives for the better. However, we are also aware of the fact that when things such as the Internet and mobile telephones are misused they can cause real pain and distress. There is no doubt that we have to respond to the growing challenge of cyberbullying and as a result we will constantly monitor the way in which we respond to incidents and update our policy accordingly.

Cyberbullying can be defined as:

"the use of Information and Communications Technology (ICT), particularly mobile telephones and the internet , deliberately to upset someone else." It may be an extension of face to face bullying but differs in several significant ways from other kinds of bullying

- The invasion of home and personal space
- The difficulty of controlling electronically updated messages
- The size of the audience
- The perceived anonymity of the perpetrator (s)
- The profile of the person doing the bullying and their target

Although cyberbullying is not a specific criminal offence, there are criminal laws that can apply in terms of harassment and threatening and menacing communications. As a school we will contact the police if we feel these laws have been broken.

Forms of cyberbullying:

- Threats of intimidation
- Harassment or "cyber stalking" e.g. repeatedly sending unwanted texts or instant messages
- Vilification/defamation
- Exclusion or peer rejection
- Impersonation/identify theft
- Unauthorised publication of private information or images
- Manipulation

As with other methods of bullying, cyberbullying is unacceptable within the community of the CAT, be the victims students or adults within the school.

The school will investigate thoroughly any reported incident of cyberbullying in the same manner as with any bullying incident. Copies of any malicious messages, images, chats should be saved and shown to the adult investigating the report.

Preventative Strategies

The CAT does not tolerate cyberbullying. Staff, students and parents receive regular advice on E-Safety and reducing the risk of being cyberbullied.

- Staff training sessions updating knowledge & understanding of E-Safety
- Students learn, through the taught curriculum e.g. in PSHEE and ICT, how to keep safe; how to save malicious texts, messages and images for future reference in case an investigation needs to take place
- Both students and staff are subject to, and have signed up to, an Internet Accepted User Policy (IAUP). Indeed for each session on a computer all persons in the community have to agree to the schools IAUP.
- A piece of software monitors constantly computer usage of students identifying malicious, unacceptable words/phrases or inappropriate sites.
- Service providers for mobile telephone operators, social networking sites, instant messages services, email providers, video-hosting sites and chat rooms all have contact details for moderation and blocking individuals or groups and students are reminded that these exist and should be used where appropriate.

Reporting a Cyberbullying Incident

Staff or students should try to keep a record of the abuse, particularly the date and time, content of the message (s), and where possible the sender's ID (eg username, email, mobile telephone number) or the web address of the profile/content. This can enable service providers to locate the content of an offending web page.

Keeping the evidence will help in any investigation into cyberbullying by the service provider, but can also prove useful in showing what has happened to those who need to know, including parents, staff, pastoral care staff and the police.

This can be done by:

- On mobile telephones, keep/save any messages whether they be voice, images or text. Do not forward to another person.
- On instant messages, record, where possible and/or archive the conversation. They can be copied and pasted, saved and printed or a screen capture could be used. Be wary of copy/paste as the evidence can be edited and therefore prove useless.
- On social networking sites, video-hosting sites or other websites keep the site link, print the page or produce a screen grab of the page and save it.
- On a chatroom site, print the page or produce a screen grab of the page.
- On email, ask the victim to print it; forward the message to the member of staff investigating the incident and encourage them to forward and save any subsequent message. Preserving the whole message and not just the text is more useful as it will contain headers.

It is worth noting that the Executive Head and Headteachers have the power "to such an extent as is reasonable" to regulate the conduct of students when they are off-site as a result of the Education & Inspections Act 2006. This may relate to cyberbullying which we recognise is often likely to take place out of the school environment but may significantly impact on the school life of those students involved. Similarly the Act provides a legal protection for staff wishing to confiscate items from students, including mobile devices when they are causing a disturbance in a class or otherwise contravene school behaviour/anti bullying policies. Staff may request students to reveal a message and show them the content of their telephones for the purpose of establishing if bullying has occurred. Refusal by a student to do so might lead to disciplinary procedures. Staff may, in the presence of the student, search through a mobile device where the student is suspected of involvement.

Once an investigation begins, the first step is to attempt to identify the bully (ies). This may involve the SSCT/police. With new technology there appears to be a degree of anonymity but there should be ways to identify the perpetrator(s). However, it is important to recognise this may not be the bully as another person's telephone may be used or school network account. Locating where the information was originally sent from does not, by itself, determine who the bully is.

Questions for an investigator should include:

- Was the bullying carried out using the school network? If yes, liaise with the ICT department.
- Are there dependable witnesses to be interviewed?
- Was it carried out using a mobile telephone? If so the service provider should be able to block the abuser. The police may need to be involved.
- Did the bully withhold their number? If so, the date and time of the message should be noted. Service providers can trace calls but again, the police need to be involved as mobile operators will only disclose this information to the police.
- Has a potential criminal offence been committed? If so, the police may have a duty to investigate

Sanctions

Once identified, the cyberbully(ies) will be sanctioned. The range of sanctions are similar to those for any bullying incident. Technology-specific sanctions may also be included such as limiting internet access for a period of time or removing the right to bring a mobile telephone into school. However, if a criminal offence has occurred, it may be necessary to pass the case to the police for further investigation and possible criminal charges These may relate to:

- The Protection from Harassment Act (1997)
- The Communications Act (2003)
- Malicious Communications Act (1988)
- Public Order Act (1986)
- Obscene Publications Act (1959)
- Computer Misuse Act (1990)
- Defamation Act (1996)

The school will try to work with the bully to change attitudes and behaviour.

When delivering sanctions as listed above it is important to consider how cyberbullying and its impact differs from other forms of bullying. Key considerations include:-

- Attempts by the bully to disguise their identity
- The public nature of posted material and the extent of the humiliation
- The difficulty of controlling copies of the material and gaining closure over the event

Determining appropriate sanctions for incidents will require sensitivity to the impact on the victim as well as consideration of any intentional or potential awareness of the consequences by the perpetrator. The investigation may also have to consider the possibility that the cyberbullying incident could be part of retaliation to a previous bullying endured by the perpetrator.

Staff will inform the victim (and their family) of the sanctions imposed, but the detail will be determined by the school. Confidentiality and dignity must be upheld at all times and it may not be appropriate to share great detail about sanction.

GUIDANCE and ADVICE WHEN DEALING WITH INCIDENTS OF BULLYING

For pupils

These ideas as to what you can do have been suggested by pupils

If you are being bullied

- tell someone you trust
- remember **you** are not the one with the problem
- if you can, ignore the bully
- if you can, do not show you are upset
- if possible, avoid being alone in the places bullying happens
- be assertive, if you can
- walk away quickly and confidently, even if you do not feel that way inside
- your safety is more important than your possessions, if you are in danger, don't hold on to them.

Friends
- listen and talk it through
- try to be sensitive
- try not to leave the 'victim' on their own
- persuade the person being bullied to talk to an adult

- raise a concern with a trusted adult

Bystanders
- even if you don't take part in bullying but see it and walk away, you are ignoring your responsibilities
- get help
- give sympathy to the person being bullied

FURTHER ADVICE AND GUIDANCE FOR PARENTS/CARERS and TEACHERS:

Recognising the signs

Someone who is being bullied may

- be frightened of walking to or from school
- insist on being driven to school
- change the route to school
- be unwilling to go to school
- regularly have books or clothes damaged
- have possessions 'go missing'
- continually 'lose' money
- begin doing badly in schoolwork
- have unexplained bruises, scratches, cuts
- ask for money or begin stealing money
- become withdrawn or start stammering
- have noticeable and prolonged changes in mood
- become distressed
- become bad-tempered
- refuse to say what is wrong
- lose appetite, or start overeating
- cry himself/herself to sleep or have nightmares
- attempt or threaten to harm him/herself

For Parents/Carers:

Any of the behaviour above may indicate other problems. However, if you become aware of and are concerned by any of this behaviour, and think your child is being bullied
- encourage him/her to talk about the problem
- reassure him/her of your support
- try to listen calmly and not overreact
- attempt to find out when and where the bullying takes place. Is there a pattern?
- contact the school to discuss the problem, ask to speak directly to the Head of Year
- work with your child's teacher/form tutor to support your child within or outside school
- if the bullying takes place outside school, report the matter to the police

For Staff :

All members of staff, teaching and non-teaching, should deal with any incident of suspected or observed bullying by

- talking to the pupil and giving reassurance
- taking action appropriate at the time
- Report the incident to child's teacher/form tutor as soon as possible
- producing a written statement of what has happened and the action taken and pass this to their line manager.

The teacher/form tutor will:

- arrange for support and reassurance for the pupil
- interview the person responsible for the bullying
- contact parents/carers of those involved
- take any appropriate disciplinary action
- inform the SLT, during regular Pastoral Meetings, of any incidents of bullying
- if necessary, refer the matter to the Head
- work with pupils, parents/carers and other teachers to support those involved and prevent the bullying
- Keep an accurate and up to date record of all incidents on the whole school bullying/incident log

Equality Impact Assessment

This policy has been reviewed with the equality impact considerations as laid down in the trust's Equality Policy.