



Anti-Bullying Policy

Policy Date:	November 2022	
Next policy review date:		
Policy Owner:	CEO	
Policy approval: <i>i.e. Trust board or delegated to subcommittee or individual</i>	Trust Board	
Cross references <i>i.e. with other Trust policies</i>		
Statutory Policy?	YES	

OBJECTIVES OF THIS POLICY

- All governors, academic and associate staff, students and parents should have an understanding of what bullying is.
- All governors, academic and associate staff should know what the school policy is on bullying, and follow it when bullying is reported.
- All students and parents should know what the school policy is on bullying, and what they should do if bullying arises.
- As a school we take bullying seriously. Students and parents should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated by or towards any member of the school community.

AIMS OF THE SCHOOL IN RELATION TO BULLYING

The school aims to create a community in which each individual is valued and in which learning will thrive. It is important therefore to create a safe environment in which students can grow in confidence and reach their full potential. The school's code of conduct and Behaviour Policy offers a robust framework for considerate behaviour in all aspects of school life and is intended to provide a foundation for a happy and positive school.

Discussions on bullying take place within the school curriculum providing the opportunity for students to share views and ideas on behavioural issues. It is always emphasised that bullying is an unacceptable form of behaviour and causes distress and the potential psychological damage that bullying can cause should not be underestimated. Keeping Children Safe in Education (September 2022) emphasis on the duty for schools to guard against the negative impact on children's welfare, happiness and development, caused by child-on-child abuse, which can include bullying.

WHAT IS BULLYING?

Bullying is when an individual or a group of people intentionally make someone upset or hurt their feelings through unwanted and persistent physical or verbal abuse in person or online, or just disrupt their lives on more than one occasion. Different ways vary from verbal, social, physical, emotional/psychological, racist, homophobic, sexual, cyber bullying.

Bullying of some form or another occurs in all schools. There are many definitions, but most have three things in common:

- It is deliberately hurtful behaviour
- It is repeated often over a period of time
- It is difficult for those being bullied to defend themselves

Bullying can take many forms, but there are three main types:

- Physical - hitting, kicking, taking or hiding belongings
- Verbal - name calling including racist remarks, insulting, laughing at or ridiculing someone
- Emotional - ignoring or excluding someone, spreading rumours, giving looks

There may sometimes be misunderstanding about the meaning of the term 'bullying': one-off incidents, whilst they may be very serious and must always be dealt with, would not normally fall within the definition of 'bullying'. The school works hard to ensure that all students know the difference between bullying and simply "falling out". Friendship fallouts occur at times and occasionally there will be conflict between students. Bullying occurs where there is an imbalance of power.

Who has Responsibility?

- Whole school community
- Leadership team will review bully log, policy and actions regularly
- Academic and associate staff will deal effectively with any bullying incidents they are aware of or made aware of
- Students will tell an adult if they see or hear any bullying actions towards any member of the school community
- Parents will support students by ensuring that they communicate any concerns that they have as soon as possible
- The Designated Safeguarding Lead will record any incidents of bullying on My Concerns where there has been a negative impact on the welfare of any involved parties

Prevention of Bullying

Students:

Bullying is discussed at an early stage with house tutors and during assemblies. House prefects are attached to Years 7 up to 11, to act as an additional contact with whom students can discuss concerns including bullying. Through the Character and Wellbeing programme, students are encouraged to inform staff if bullying is taking place.

Staff:

Academic and associate staff are encouraged to look out for and report to house tutors possible signs of bullying, for example distress in students, deterioration of work, feigning illness, isolation and erratic attendance. The house tutor may refer the matter to the appropriate Learning Manager, who in turn, may consult the Leadership team. Where there are concerns about the negative effects on student welfare, staff will record these on My Concerns.

Vulnerable Students

We recognise that some children are more at risk of potential bullying behaviour. Keeping Children Safe in Education (2022) emphasises the additional safeguarding challenges for children with SEN and Disabilities, including; the higher risk of peer group isolation, the disproportionate impact of bullying, and possible difficulties with communication.

Internal Provision

We have established internal support systems such as the Student Chamber. The Student Hub and Student Services team are available to students throughout the school day and provide a safe space for students to inform staff of any incidents of bullying. Students can also use the Whispertool to email concerns. Whispertool is an anonymous platform where a student can alert staff to any incidents. Any reported incidents are recorded on an "Incident Form" and will be followed up after it has initially been resolved to ensure that the situation has been permanently resolved.

The Anti-Bullying policy is available in the Staff Handbook and is available on the school website. Staff are provided with advice and training in how to recognise and deal with bullying at Townley. Students with a special educational need and/or disability who are concerned about bullying can seek support from Student Services Manager or the SENCO in addition to their house tutor or Learning Manager. Students can also speak with the Student Anti Bullying Ambassadors, the school's Safeguarding Leads and Officers and House prefects. The Student Anti Bullying Ambassadors have been fully trained by the Diana Award.

Outside agencies

Townley Grammar School seeks best practice from other agencies to support its work on promoting equality and celebrating diversity.

This policy works in partnership with the school's E-Safety policy on mobile phones and acceptable technology usage. In addition, this policy interacts with Townley's EDI policy and is regularly monitored as to whether any group is disproportionately victimised and act accordingly.

Bullying online can be reported using the Whispertool facility and where possible a screen shot or print out should be taken if it is thought the bullying is by another student. The student Vox form (specific and bespoke reporting tool for alleged racist incidents) is an additional reporting tool for students to utilise.

Active Horizons based in the student hub twice weekly will also pass on any alleged racist incidents to designated safeguarding and pastoral staff

Parents:

Parents are encouraged to contact school if they have any concerns and staff will pursue these in full. Parents can inform the school via email, telephone or face to face via appointment. Communication should be via the House Tutor at the first instant or the Learning Manager if they feel the situation has not been resolved or the Assistant Headteacher in charge of Behaviour.

A supportive approach between parents and school is seen to be very important in achieving the best outcomes for students.

RECORDING AND REPORTING

Who can students tell?

House tutors, any teacher, Learning Managers and Assistant Learning Managers, Student Services, Safeguarding Officers, House prefects, parents, Whispertool and student Anti Bullying Ambassadors.

Staff should report bullying either to the Learning Manager or SLT Link for pastoral and behaviour. Any incidents should be recorded onto Arbor Behaviour Management system for all parties involved, clearly indicating victim and perpetrator. Any incident forms completed should be attached as link documents to the student Arbor file, as well as copied to the student paper file. When a student does report bullying, the possible paths to resolution will be explored with them before action is taken. Action will not be taken by staff without prior discussion with the victim.

PROCEDURES FOR DEALING WITH BULLYING

- The victim and perpetrator will be interviewed and the seriousness of the incident assessed
- Students will be asked to write written accounts of the incident, including students who might have witnessed the incident taking place
- The parents of the victim and perpetrator will be informed
- The Learning Manager will determine whether to initiate the proceedings under the School's Behaviour Policy

Racist bullying must be reported directly to the SLT Link for Behaviour and the Designated Safeguarding Lead, SENCO and recorded in the Race-Related Incident Log. Racist bullying will be recorded on My Concerns. Bexley Borough must be informed annually of any race-related incidents recorded. Students may also report incidents of racist bullying on the school's Vox form.

Procedures for staff who are informed of an incident or ongoing bullying problems:

1. Offer the victim support by listening carefully and sympathetically treating every incident as potentially serious and obtaining a written account of the situation. This can be recorded on the Bullying Report Form (see appendix). This should then be referred to the relevant Learning Manager for investigation, and the appropriate House Tutor should also be informed.
2. The Learning Manager will talk to the victim initially, and then the person(s) accused of bullying separately and obtain their versions of events verbally and in writing.
3. The Learning Manager will talk to any other students involved and similarly obtain a written account.
4. The Learning Manager will review the incident when all accounts are collected and inform SLT Behaviour and Pastoral link. Depending on the severity of the bullying, the Learning Manager or SLT Link will bring parties together to discuss the situation and the interpretation of incident. It will be made clear to all that bullying is unacceptable. It will be emphasised that the expectation is that this will be the end of the incident and should there be any further repercussions from either side that staff must be informed immediately.
5. Appropriate sanctions will be decided by the Learning Manager and SLT link in line with the school's Behaviour Policy and these should include an apology to the victim.
6. Incidents either to be recorded on Bullying Log form or Incident form and a copy passed to the Assistant Learning Manager for placing on student Arbor and paper file, or record the incident directly onto Arbor Behaviour Management log and inform Learning Manager and House Tutor.

If an incident is race-related a separate note will be made in the race-related incident log and My Concerns and reported to Bexley Borough annually.

7. The Learning Manager will inform both sets of parents by telephone and letter and enlist their support in reinforcing the advice given to pupils.

8. Monitoring of the situation will be maintained by staff involved with a regular review, the date(s) of which should be clearly established. This should be recorded onto the Bullying Log sheet and attached as a link document to Arbor, or recorded directly into Arbor Management.

9. The appropriate member of the Senior Leadership Team should be informed and/or involved by the Learning Manager.

10. If it is apparent that a victim or bully needs further support or guidance they may be referred to Student Services Manager.

MONITORING AND REVIEWING

The logging of incidents involving bullying is completed by Assistant Learning Managers and monitored on a daily basis for serious incidents, weekly for individual incidents and half termly by Learning Managers looking for patterns across year groups and whole school- this information will be shared with the SLT links for Behaviour and Pastoral. Following regular review of the bullying incidents log, if any patterns are identified which require specific learning within the school community then targeted work is done. For example regarding inappropriate language this may be built in to a Personal Development session or an assembly. The termly monitoring is reviewed by the Assistant Head for Behaviour. Incidents are followed up and monitored in the month after the incident. The policy is reviewed before its review cycle if this is deemed necessary. The policy and procedures are reviewed every 3 years.

PARENTAL INVOLVEMENT

The parents of the perpetrator(s) and the parents of the victim will be informed of any incident and the action that has taken place. Parents are reminded that they or their children must tell the school if there is an issue with bullying. Keeping information from the school will never help a problem to be solved and may prolong the period a target has to suffer. Parents can inform the school via their child's house tutor in the first instance, if they feel the situation has not been resolved they should contact the Learning Manager or failing that the Assistant Headteacher responsible for Behaviour and Safety.

This contact can be via email, telephone, or appointment.

SUPPORT

Victims of bullying will be monitored closely by Learning Managers after an incident has been dealt with and offered counselling through Student Services if required. The student's house tutor will monitor matters to try to ensure that the student does not suffer further abuse. It is vital that the student tells someone if the bullying continues.

A buddy system can be offered using student volunteers to buddy and befriend any students who are being bullied or are having other difficulties. These buddies may be within their peer group or with older students depending on need.

Perpetrators of bullying will also be monitored closely by Learning Managers and House Tutors to ensure that repeated incidents do not occur. If appropriate, the perpetrator may be offered behaviour mentoring, counselling or be invited to the Student Chamber for peer support. Training and support for academic and associate staff in dealing with bullying will be offered as necessary to ensure that all staff feel confident in challenging and addressing bullying in school.

Documents that support this RSE policy

- Safeguarding Policy
- Behaviour Policy
- E- Safety Policy