



Working together to promote & celebrate achievement

Anti-Bullying Policy

Revised and applicable from 9th December 2022

Signed:

A handwritten signature in black ink, which appears to read "Irene Papadopolou". The signature is written in a cursive style with a long horizontal stroke at the end.

Chair of Governors

1. Policy Statement

At Plashet School, we are committed to providing a caring, friendly and safe environment for all of our students so they can learn in a safe and secure atmosphere. Bullying of any kind is unacceptable and will not be tolerated. Where bullying does occur, it is the responsibility of all members of the school to report any incident to a member of staff, in line with the behaviour policy, who will deal with it promptly and effectively.

2. Statutory Framework

Every school must have measures in place to prevent all forms of bullying. Section 89 of the Education and Inspections Act 2006 states that maintained schools must have measures to encourage good behaviour and prevent all forms of bullying amongst students. These measures are part of the school's behaviour and anti-bullying policies that must be communicated to all students, staff and parents. Headteachers have the capacity to discipline students for bullying behaviour even when the student is not on school premises or under the lawful control of school staff.

3. Policy objectives:

- This policy outlines what we will do to prevent and tackle all forms of bullying.
- We are committed to developing an anti-bullying culture where the bullying of students or adults is not tolerated in any form.

4. Links with other school policies and practices

This policy links with a number of other school policies, practices and action plans including:

- Behaviour Policy
- Child Protection and Safeguarding Policy
- Online Safety Policy
- Exclusion Policy
- Complaints Procedure

5. Links to legislation

There are a number of pieces of legislation, which set out measures and actions for schools in response to bullying, as well as criminal and civil law. These may include (but are not limited to):

- The Education and Inspection Act 2006, 2011
- The Equality Act 2010
- The Children Act 1989
- Protection from Harassment Act 1997
- The Malicious Communications Act 1988
- Public Order Act 1986

6. Definition of bullying

There is no legal definition of bullying. However, it is usually defined as behaviour that is:

- Repeated
- Intended to hurt someone either physically or emotionally
- Often aimed at certain groups, for example because of race, religion, gender or sexual orientation

It takes many forms and can include:

- Physical assault
- Teasing
- Making threats
- Name calling

- Cyberbullying - bullying via mobile phone or online (for example email, social networks and instant messenger)

Bullying is an act of aggression, causing embarrassment, pain or discomfort to someone. It is an abuse of power. It can be planned and organised, or it may be unintentional. It may be perpetrated by individuals or by groups of students. Bullying has to be sustained, deliberate and either emotionally or physically damaging. Isolated incidents of low-level annoyance are not classed as bullying.

The following are examples of bullying which we aim to prevent:

- Physical violence, such as hitting, pushing or spitting at another student
- Interfering with another student's property by stealing, hiding or damaging it
- Using offensive names when addressing another student
- Teasing or spreading rumours about another student or his/her family
- Belittling another student's abilities and achievements
- Writing offensive notes or graffiti about another student
- Excluding another student from a group activity
- Ridiculing another student's appearance, way of speaking or personal mannerisms
- Cyberbullying - bullying via mobile phone or online (for example email, social networks and instant messenger)
- Ridiculing people's religion, disability, social status, race, sexual orientation or gender identity/expression.

Other actions may be construed as bullying, that are not included in this list.

7. Responsibilities of all Stakeholders

The Headteacher is ultimately responsible for the well-being of all students and staff. All staff, students, parents/carers and governors should be made aware of the policy, alongside awareness being raised of the issues associated with bullying in schools.

The Deputy Headteacher with responsibility for anti-bullying in school has the following responsibilities:

- To ensure all staff are aware of the contents of the 'Anti-Bullying Policy' and that its procedures are adhered to through information and regular training.
- To liaise with appropriate staff to ensure the implementation of whole school initiatives to highlight aspects of bullying awareness, such as Anti-Bullying Week, Safer Internet Day, Stop Cyberbullying Day and other events related to anti-bullying.
- To ensure the use of appropriate assemblies to highlight aspects of bullying and aspects of the Learning for Life curriculum concerned with bullying occurrences.
- To ensure the appropriate Year Coordinator/Assistant Year Coordinator monitors students involved in bullying and keeps the parents/ carers informed.
- To ensure the appropriate Year Coordinator & Assistant Year Coordinator manages bullying incidents appropriately.
- To monitor and review evidence of bullying from Year Coordinators, Assistant Year Coordinators, classroom teachers, Student Leaders, Wellbeing team, Safeguarding Team and Team around the Child meetings.

Year Coordinators, Assistant Year Coordinators & Leadership Line Managers have the following responsibilities:

- Students are expected to show consideration and respect to all members of the school and local community at all times.
- Incidents that constitute bullying should be referred to the victim(s)/perpetrator(s) YC/AYC who will liaise with the Headteacher over action to be taken.
- The YC/AYC is responsible for clarifying the facts through thorough investigation and taking statements from the perpetrator(s), any victim(s) and witnesses.

- The YC/AYC, having clarified the facts, will inform all parents/carers of the incident and record the incident on Go4Behaviour.
- Continued monitoring of the victim(s)/perpetrator(s) individually by the YC/AYC.
- Referral to external agencies e.g. Social Services, Family First, Educational Psychologist, Metropolitan Police may be appropriate and will be decided upon by the Safeguarding Lead.
- To promote equality, consistency and shared learning as indicated in the Equal Opportunities policy.

School staff have the following responsibilities:

- To be alert to any potential incident of bullying and intervene when instances are noticed.
- To address minor incidents of disagreement in the capacity of a subject teacher, form tutor, member of staff on duty.
- To report any incident of bullying to their line manager or Year Coordinator/Assistant Year Coordinator as appropriate, in addition to making a record of the incident and actions taken on Go4Behaviour.

Students have the following responsibilities:

- To ensure that previous victim(s) of perpetrator(s) are not isolated from groups of friends.
- To inform a member of staff that bullying is happening.
- Trained students (Peer Mediators) will lead mediation between victim(s)/perpetrator(s) in a controlled environment. During mediation, they will allow both sides to have their say and help each side to understand the position of the other and come with the aim of establishing a mutual agreement. Peer Mediators will alert the YC, AYC or the Assistant Headteacher who is mental health lead when a situation is unresolved.
- To encourage the victim(s) to join in activities and groups.
- To actively listen, consider and participate in discussion on bullying issues in mentoring lessons.

Parents and carers have the following responsibilities:

- To report to the relevant Year Coordinator should they feel that their child is being subjected to bullying or have concerns about bullying.
- To be aware of and support the school's position on anti-bullying.
- To work in partnership with the school should a case of bullying involve their child.
- Where possible, to contribute in the evaluation of anti-bullying interventions at Plashet through parents' meetings, email to school and parent information meetings.

The Responsibilities of All

- Everyone should work together with the common goal of combatting and eliminating bullying.

8. Responding to bullying

The following steps maybe taken when dealing with all incidents of bullying reported to the school:

- If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who has been approached or witnessed the concern who will ensure that all parties are safe, if that is necessary, reassure the individual making the report and in the case of students make an immediate referral to the Year Coordinator/Assistant Year Coordinator.
- In the case of an adult making such a report, the adult will be referred to the Headteacher.
- The school will provide appropriate support for the person being bullied – making sure, they are not at risk of immediate harm and will involve them in any decision-making, as appropriate.
- The Year Coordinator/Assistant Year Coordinator will interview all parties involved and keep detailed accurate records of the interview.
- The cohort Safeguarding Officer will be informed of all bullying issues where there are safeguarding concerns and must keep a record of the report.
- The school will inform parents/carers of issues brought to its attention.
- The school will inform other staff members where appropriate.

- Sanctions (as identified within the school behaviour policy) and support for individuals will be implemented, in consultation with all parties concerned.
- If necessary, other agencies may be consulted or involved, such as the police (if a criminal offence has been committed) or other local services including early help or children's social care (if a child is felt to be at risk of significant harm), in this case the Safeguarding officer will make the referral to Social Services.
- Where the bullying takes place off school site or outside of normal school hours (including cyberbullying), the school will ensure that the concern is fully investigated. Appropriate action will be taken, including providing support and implementing sanctions in school in accordance with the school's behaviour policy.
- A clear and precise account of the incident will be recorded by the school in accordance with existing procedures. This will include recording appropriate details regarding decisions and action taken.

9. Online bullying

When responding to online bullying concerns, the school will:

- Act as soon as an incident has been reported or identified.
- Encourage the person being bullied to keep any evidence (screenshots) of the bullying activity to assist any investigation.
- Take all available steps where possible to identify the person responsible. This may include:
 - Looking at use of the school systems;
 - Identifying and interviewing possible witnesses;
 - Contacting the school's Police Officer, if necessary.
 - Requesting that the parent contact the service provider.

Work with the individuals to prevent the incident from spreading and assist in removing offensive or upsetting material from circulation. This may include:

- Reports to a service provider to remove content if those involved are unable to be identified or if those involved refuse to or are unable to delete content.
- Supporting a parent with such a request in point above & taking advice from the school's Police Officer.
- Confiscating and searching students' electronic devices, such as mobile phones, in accordance with the school confiscation.
- Requesting the deletion of locally held content and content posted online if they contravene our school Behaviour Policy.
- Consider restricting access to IT within the school day for parties involved until investigation is complete.
- Advising parents to consider the restriction, confiscation and/ or monitoring of the use of IT and electronic devices in the home.
- Ensure that sanctions are applied to the person responsible for the online bullying; as well as ensuring access to any additional help that they may need – for example for overuse of social media.
- Inform the police if a criminal offence has been committed.
- Provide information to staff and students regarding steps they can take to protect themselves online.

10. Supporting students

Students who have been bullied will be supported by:

- Reassuring the student and providing support from the school's Wellbeing Team.
- Offering an immediate opportunity to discuss the experience with their Year Coordinator/Assistant Year Coordinator, Form Tutor, Safeguarding Officer, Wellbeing Mentor or a member of staff of their choice.
- Mentoring towards restoring self-esteem and confidence.
- Providing ongoing support, this may include working and speaking with staff, offering formal counselling, engaging with parents and carers.
- Where necessary, working with the wider community and local/national organisations to provide further or specialist advice and guidance; this could include support through Early Help or Specialist Children's Services, or support through Child and Adolescent Mental Health Services (CAMHS).

Students who have perpetrated the bullying will be helped by:

- Discussing what happened, establishing the concern and the need to change.
- Informing parents/carers to help change the attitude and behaviour of the student.
- Providing appropriate education and support regarding their behaviour or actions.
- If online, requesting that content be removed and reporting accounts/content to service provider.
- Sanctioning, in line with school Behaviour Policy; this may include verbal warnings, detentions, removal of privileges (including online access when encountering cyberbullying concerns), learning in isolation, fixed-term suspension or permanent exclusion.
- Where necessary, working with the wider community and local/national organisations to provide further or specialist advice and guidance; this may include involvement from the Police or referrals to Early Help, Specialist Children's Services, or Child and Adolescent Mental Health Services (CAMHS) as appropriate.

11.Supporting adults

At Plashet we take seriously our commitment to prevent and tackle bullying among students; however, it is equally important to recognise that bullying of adults is unacceptable. Adults who have been bullied or affected will be supported by:

- Offering an immediate opportunity to discuss the concern with the Headteacher.
- Where the bullying takes place off school site or outside of normal school hours (including online), the school will still investigate the concern and ensure that appropriate action is taken in accordance with the relevant school policy.
- Reporting offensive or upsetting content and/or accounts to the Police and/or service provider, where the bullying has occurred online. If online, requesting that content be removed.
- Reassuring and offering appropriate support to include counselling where necessary.
- Working with the wider community and local/national organisations to provide further or specialist advice and guidance.
- Making any necessary adjustments to their working conditions.
- Being given guidance about raising a grievance and signposting to the school's procedures.
- Instigating disciplinary action as appropriate.

12.Preventing bullying

The school community will:

- Create and support an inclusive environment that promotes a culture of mutual respect, consideration and care for others, which will be upheld by all.
- Openly discuss differences between people that could motivate bullying, such as: religion, ethnicity, disability, gender, sexuality or appearance related difference.
- Challenge practice and language that does not uphold the values of tolerance, non-discrimination and respect towards others.

- Be encouraged to use technology, especially mobile phones and social media positively and responsibly.
- Work with staff, the wider community and outside agencies to prevent and tackle concerns including all forms of prejudice-driven bullying.
- Actively create "safe spaces" for vulnerable children and young people within the school e.g. The Wellbeing and Safeguarding suites.
- Celebrate success and achievements to promote and build a positive school ethos.

13. Policy and Support

The school community will:

- Provide a range of approaches for students, staff and parents/carers to access support and report concerns.
- Regularly update and evaluate our practice to take into account the developments of technology and provide up-to-date advice and education to all members of the community regarding positive online behaviour.
- Take appropriate, proportionate and reasonable action, in line with existing school policies, for any bullying brought to the school's attention, which involves or affects students, even when they are not on school premises; for example, when using local transport or online, etc.
- Implement appropriate disciplinary sanctions; the consequences of bullying will reflect the seriousness of the incident, so that others see that bullying is unacceptable.
- Use a variety of techniques to resolve the issues between those who bully, and those who have been bullied.

14. Continuous Professional Development of Staff

The school will:

- Train all staff to identify all forms of bullying and take appropriate action, following the school's policy and procedures (including recording and reporting incidents).
- Consider a range of opportunities and approaches for addressing bullying throughout the curriculum as well as enrichment activities.
- Provide systematic opportunities to develop students' social and emotional skills, including building their resilience and self-esteem.

15. Involvement of Students

The school will:

- Involve students in decision making, to ensure that they understand the school's approach and are clear about the part they have to play to prevent bullying.
- Survey student's views once per year on the extent and nature of bullying.
- Ensure that all students know how to express worries and anxieties about bullying.
- Ensure that all students are aware of the range of sanctions that may be applied against those engaging in bullying.
- Involve students in anti-bullying campaigns in schools and embedded messages in the wider school curriculum.
- Publicise the details of internal support, as well as external helplines and websites.
- Offer support to students who have been bullied and to those who are bullying in order to address the problems they have.

16. Involvement and liaison with parents and carers

The school will:

- Take steps to involve parents/carers, to ensure they are aware that the school does not tolerate any form of bullying.

- Make sure that this policy along with associated policies are on the school website.
- Ensure parents/carers know whom to contact if they are worried about bullying.
- Work with parents/carers to address issues beyond the school gates that give rise to bullying.
- Ensure that parents work with the school to demonstrate positive behaviour for students, both on and offline.

17. Monitoring and Review

- The school will ensure that they regularly monitor and evaluate mechanisms to ensure that the policy is being consistently applied we will do this by ensuring that Year Coordinators report termly to their Leadership Team line manager with details of any incidents and that all incidents are recorded on the Go4Behaviour system. This termly monitoring will then form an agenda item on a leadership team meeting. The data will be included in the Headteacher's termly report to Governors.
- The year councils and school council will have a standing item each term on their agenda to discuss the issue of bullying and lead the student anti-bullying work. Peer mediators will be invited to this meeting.
- Any issues identified will be incorporated into the school's improvement planning processes annually as appropriate.

Where to get help and advice outside of school

Many organisations provide support and advice if you are worried about bullying:

- Anti-Bullying Alliance
- Bullying UK
- Childline
- The Diana Award
- Internet Matters
- Kidscape
- The UK Safer Internet Centre
- UK Council for Child Internet Safety (UKCCIS)