

Benfield School

Anti-Bullying Policy

Definition of Bullying

Bullying is any form of deliberate behaviour, by an individual or group, repeated over time which intentionally causes hurt or distress, physically or emotionally, to another individual or group. Bullying has many forms – e.g. physical, verbal, emotional or electronic (cyber-bullying). A bully is someone who targets others and makes them unhappy or frightened over a period of time and is not an isolated event. Benfield School has outlined the expectations of e-safety and the consequences of breaches of e-safety (ie cyberbullying, sharing of photos of others etc) in the e-safety policy. Bullies may make people feel victimised by:

- Threatening behaviour (psychological, intimidation, harassment, torment, humiliation)
- Using physical violence
- Using unpleasant words – insulting comments, mocking, verbal abuse, etc
- Stealing property, taking or demanding money
- Deliberately upsetting people
- Teasing about race, religion, culture, disability, social class, gender, sexuality, personal differences, performance at school or any other matter
- Sending unpleasant text messages/images
- Using the internet, interactive and digital technologies and mobile phones (cyber bullying - see e-safety policy)

Single, one-off incidents are not usually bullying, but if they are repeated, they must be reported and will be dealt with by the school.

We are aware that bullying can happen anywhere, but here at Benfield School we strongly believe that wherever students are they have the right to be safe. Nobody has the right to deliberately make anyone unhappy.

Aims and Objectives of our Policy

- To ensure that **all** students, parents and staff are aware of the definition of bullying and the distressing effect it has on it's victims
- To ensure that **all** students and parents are aware of the dangers of technology
- To ensure that all students, parents and staff are fully aware of the referral procedures for reporting bullying incidents and the strategies adopted for supporting those involved in these incidents
- To establish a climate in which students who are being bullied, or think another student is being bullied, can speak to an appropriately trained person in the full knowledge that they will be listened to and receive a prompt, appropriate and sensitive response
- To create a Benfield community where bullying is recognised as unacceptable and where all students can feel valued, secure and happy
- To continuously raise awareness of bullying for both staff and pupils through designated assemblies, whole-school anti-bullying campaigns and pastoral class activities
- To have identified areas within the academies where victims of bullying can feel safe

Our stated commitment is that when a young person speaks out about bullying:

- They will be listened to
- Their concerns will be taken seriously
- The matters will be investigated
- Together we will find a way to tackle it
- Someone will be there to help and support the young person
- All measures put in place will be to promote the happiness and safety of the student

Anti-bullying Procedures

All students are encouraged to feel it is right to tell someone if they are being bullied or if someone they know is being bullied. Incidents of bullying will be referred to pastoral/safeguarding/senior personnel and dealt with quickly and appropriately.

Whilst it is the responsibility of **all** staff within the school to reinforce the anti-bullying strategy and support the victims of bullying, it is recognised that not all staff have the capacity (due to the commitments of their job) to carry out a swift and thorough investigation. Therefore incidents of bullying should be referred to the appropriate Year Leader as quickly as possible. Year Leaders have the experience, training and the capacity to respond swiftly and effectively to incidents as they occur.

Staff suspecting an incident of bullying should:

- Reassure the young person that their concerns are being taken seriously and will be investigated.
- Contact the relevant Year Leader as soon as possible with details of the incident.

Year Leaders will investigate all reported incidents of bullying using the following procedure:

- Appropriate students will be interviewed by the relevant Year Leader and a pupil incident report completed.
- If the investigation confirms a bullying incident has taken place, the Year Leader will complete a 'Reported Bullying Incident' form outlining details of the event, evidence and clearly outlining the response. The response will include support for the victim, details of contact with parents and support and sanctions for the perpetrator.
- The incident will be confirmed on the electronic recording system as a bullying incident.
- The 'Reported Bullying Incident' form will be stored as a paper copy in the victim's file, along with the witness statements and referenced in the perpetrator's file.
- The victim and perpetrator will be monitored by the Form Tutor and Year Leader and a follow up meeting will take place as arranged by the Year Leader (timing appropriate to individual situations).
- Appropriate staff (including external agencies) will be kept informed of the individual student needs and support mechanisms.
- Students have been encouraged to self-refer to either their Form Tutor, Year Leader or any other member of staff

The Role of Year Leaders

Year Leaders are experienced personnel who are available to respond to allegations of bullying and have the ability and capacity to investigate and respond quickly and appropriately. As part of their role they will:

- a) Be the first point of contact in school for parents who are concerned about bullying.
- b) Provide advice, support and assistance to any pupil (and possibly their parents) who complains of bullying.

- c) Accept referrals from members of school staff.
- d) Report to the Assistant Headteacher for Behaviour and Safety, Designated Safeguard Lead person(s) and where appropriate, Multi-Agency Team meetings, to provide feedback on individual students who are causing concern, including both victims of bullying and perpetrators of bullying.
- e) Liaise with parents to ensure all parties are aware of any incidents that have occurred and the follow up strategies.
- f) Liaise with appropriate members of staff to continue to develop strategies to reduce bullying and deal effectively with incidents of bullying.
- g) Where appropriate (if the student and victim are in agreement,) the Year Leaders may use restorative practice strategies to allow the victim to explain the consequences of the bullies' actions to them face- to-face. This is conducted in a safe and supported environment, with trained members of staff. Agreements would then hopefully be reached which would allow a new relationship to be established.
- h) Maintain written records of bullying related incidents for both the victim and bully. A central paper and electronic record is also held to collate all bullying incidents.
- i) Refer vulnerable pupils to appropriate services where appropriate including safe places to spend social times

Sanctions

Bullying in any form will not be tolerated at Benfield School and bullying related incidents will be dealt with seriously. Each incident will be investigated thoroughly and parents will be kept fully informed of the outcome of such investigations. Sanctions applied will depend upon the individual incident but may include:

- Alteration to seating plans within teaching groups
- Lunchtime or after school detentions
- Restricting access to areas of the site or classrooms
- Isolation
- Referral to the on-site Behaviour Support Unit (Isolation)
- Isolation Twilight Sessions
- Referral to an Anti-Bullying Panel
- Transfer of form group or teaching group
- In serious cases the school will consider a fixed term exclusion
- Any other sanction deemed appropriate to the individual case, including permanent exclusion

Support for the perpetrator will be provided by the Year Leader or wider multi-agency team as appropriate.

Last review date: 21.09.2018

Persons Responsible: Richard Carr (Headteacher)
Maria Irving (Assistant Headteacher)