



## **Forge Valley Anti-Bullying Policy**

**Policy development:**

This policy has been developed by building on our own best practice and that of other educational networks. It has been developed in consultation with governors, parents, staff and pupils and is accessible through the Forge Valley website

**Governor Committee:** Full Governing Body

**Ratified by governors:** 30<sup>th</sup> March 2018

**Due for review:** 30<sup>th</sup> March 2020

**Member of Staff responsible:** Assistant Head -Behaviour & Safety



## **Forge Valley School Anti-Bullying Policy (including Cyber-Bullying)**

Forge Valley School promotes a safe learning environment, where everyone is able to enjoy and achieve because young people thrive and learn best when they feel safe. Forge Valley School does not tolerate bullying in any form.

### **1. Statement Of Intent**

We believe our school should be a place where pupils, staff, families and visitors are treated with respect. All children and young people have the right to protection from harm, neglect and abuse. Pupil well-being is of paramount importance.

The school has a system of rewards which aim to motivate and encourage pupils as well as helping to build individual self-confidence and self-esteem. Forge Valley School values everyone's unique contribution to our community.

At Forge Valley School everyone has a responsibility for safeguarding and promoting the well-being of others. With this in mind, all members of the school community have a duty of care, to ensure our pupils are protected from harm.

### **2. Aims (our whole school pledge)**

Ambition: We want to learn and develop in a kind and caring community

Endeavour: We will always be upstanders and THINK about our actions and words

Success: We will have a bullying free school

### **3. Objectives**

To instil a highly visible school ethos and embed values that promote a culture of good behaviour and promote positive relationships based on mutual respect.

To make clear that bullying will not go unchallenged.

To celebrate diversity and ensure that attending Forge Valley School is a positive experience for all.

To be consistent in addressing bullying incidents.

To deliver a rapid response to any instances of bullying that involve restorative practices to convey impact of actions.

To involve all stakeholders in the implementation and monitoring of this policy.

To prevent bullying through our PSHE programme, related activities, assemblies and form time.



To provide appropriate and regular training for both staff and pupils to support the implementation of the policy across the school.

To ensure fair treatment for all, regardless of age, culture, disability, gender, religion or sexuality, and encourage understanding and tolerance of different social, religious and cultural backgrounds.

#### **4. What is bullying?**

'A persistent, deliberate attempt to hurt or humiliate someone.' 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, do not fall within the definition of 'bullying'.

There are various types of bullying, but most have three things in common:

- It is deliberately hurtful behaviour
- It is repeated over time
- There is an imbalance of power, which makes it hard for those being bullied to defend themselves

##### Examples of Bullying

- Physical e.g. hitting, kicking, and taking belongings
- Verbal e.g. name calling, insulting, racist remarks, homophobic or transphobic
- Indirect e.g. spreading malicious rumours, excluding individuals from social groups, family feuds brought into school, written
- Cyber e.g. use of email, social networking sites, mobile phone messaging to spread rumours, make malicious comments or threats (further information for reference in appendix 1)
- Being forced into action e.g. coerced under threat to do things against will

##### Signs of Bullying

The lives of pupils who are bullied are made miserable; they may:

- Appear unusually withdrawn and uncommunicative
- Exhibit a change in behaviour e.g. lowered participation/poor attendance/truancy
- Display a loss of confidence, concentration and/or self-esteem
- Unexplained injuries (including self-abuse)
- Have unaccountable and repeated damage or loss to bags, books, equipment and money
- Display psychosomatic tendencies (unhappiness, fear, distress or anxiety)

#### **5. Roles and Responsibilities**

##### The Headteacher

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



### **Assistant Headteacher**

The Assistant Headteacher with responsibility for pupil behaviour has been designated to oversee the anti-bullying policy's implementation.

- To ensure all staff are aware of the contents of the 'Anti-Bullying Policy' and that its procedures are adhered to, through regular training
- To liaise with appropriate staff to ensure the implementation of whole school initiatives to highlight aspects of bullying, including Anti-Bullying Week
- To ensure the use of appropriate assemblies/ Thought for the Day to highlight aspects of bullying, including Anti-Bullying Week
- To liaise with head of PSHE to ensure curriculum has suitable opportunities to both directly explore issues around bullying as well as focus on values that build a culture of good behaviour and is updated as necessary
- To develop roles of anti-bullying ambassadors in delivering skills, practical ideas, knowledge and confidence to effectively tackle bullying
- Termly analysis of bullying incidents recorded on Bromcom with relevant actions
- To monitor the recording of all incidents of bullying on Bromcom
- To ensure the appropriate Head of Year monitors pupils involved in bullying and keeps the parents/carers informed

### **Safeguarding Officer**

- To liaise with the Headteacher on all matters regarding the safeguarding of children

### **Heads of Year**

- To clarify the facts through thorough investigation and taking statements from the bully, any victims and witnesses
- To inform all parents / carers of the incident, record the incident and liaise with the Assistant Headteacher with responsibility for pupil wellbeing regarding the sanction
- To review impact of actions in line with review date

### **Staff**

- To be highly visible and model how to build positive relationships based on mutual respect
- To be alert to any potential incident of bullying and intervene when instances are noticed
- To address minor incidents of disagreement using the schools Golden Rule 'Pupils are expected to show consideration and respect to all members of the school and local community at all times'
- To promptly refer instances that constitute bullying to the Head of Year (same day where possible)

### **Parents**

- To communicate with school when there are concerns regarding a pupil's well-being both in and outside of school
- To collaborate with school in supporting this policy and its processes

### **Pupils**

- To make good decisions and take personal responsibility for their actions



- To THINK about words and actions in line with our whole school pledge
- To be an upstander when someone is being bullied and make it clear to the bully that their actions are wrong
- To inform a member of staff that bullying is happening
- To encourage the victim to join in activities and groups
- To discuss and consider bullying issues in PSHE lessons and Tutor time

## **6. Procedure for Managing Bullying**

- Student reports bullying to anti-bullying network (member of staff, tutor, anti-bullying ambassador, an upstander, parent, online)
- Shared with Head of Year (staff to submit bullying report form or Head of Year to complete on behalf of reporting party)
- Head of Year to determine if bullying or standalone incident. (Note: standalone incident to be dealt with by form tutor)
- Head of Year to investigate by taking statements from the person accused of bullying, any victims and witnesses. Same day where possible
- Once all facts clarified, Head of Year to inform parents and carers, sanction given where needed, restorative communication facilitated and clear actions recorded
- Head of Year to review after 2 week window

### Sanctions

Bullying is a serious offence in the schools Behaviour Policy and following appropriate investigation and considering the circumstances and history, any of these strategies can be applied:

- Mediation / restorative approaches
- Internal exclusion, including during break and lunchtime, until investigation completed
- Detention
- Fixed term exclusion
- Permanent exclusion
- Referral for counselling / victim support
- Written or verbal apology
- Parent/carer interview with Head of Year and SLT member leading to parental assistance in applying support or strategies or deterrents as necessary
- Continued monitoring of victim/bully individually
- Referral to external agencies e.g. Social Services, Educational Psychologist, Youth and Community Police

### Bullying outside school premises

Forge Valley staff have the power to discipline pupils for misbehaving outside the school premises. Sections 90 and 91 of the Education and Inspections Act 2006 say that a school's disciplinary powers can be used to address pupils' conduct when they are not on school premises and are not under the lawful control or charge of a member of school staff, but only if it would be reasonable for the school to regulate pupils' behaviour in those circumstances. This may include bullying incidents occurring anywhere off the school premises, such as on school or public transport, outside the local shops, or in a town or village centre.



Where bullying outside school is reported to school staff, it should be investigated and acted on. The Headteacher will consider if it is appropriate to notify the police or relevant authorities.

While school staff members have the power to discipline pupils for bullying that occurs outside school, they can only impose the disciplinary sanction and implement that sanction on the school premises or when the pupil is under the lawful control of school staff, for instance on a school trip.

### **7. Allegations against staff**

Forge Valley School believes that all members of the school community are entitled to protection from bullying. Inappropriate behaviour between pupils or staff will not be tolerated and any concerns or allegations of impropriety will be dealt with quickly, fairly and sensitively through the Safeguarding Policy.

Any staff disclosing information, regarding inappropriate behaviour by colleagues, will be listened to and supported by the senior leadership team, in line with the 'Whistle Blowing Policy'.

### **8. Links with other policies**

This policy has been developed and evaluated with a view to safeguarding and promoting the wellbeing of all our pupils. It links with the following policies which can be read in conjunction:

- Behaviour Policy
- Rewards Policy
- Physical Restraint Policy
- Attendance and Punctuality Policy
- Recruitment and Selection Policy
- Teaching and Learning Policy
- Spiritual and Personal Development Policy (inc. PSHE)
- Pupil Guidelines for Network and Internet Use and Responsible Internet Use Policy (published in the pupil planners)
- Staff ICT Acceptable Use Policy
- Safeguarding

### **9. Evaluation and Monitoring**

This policy is a dynamic document and will be updated as new guidance is produced or, in response to research, review or other events that have not previously been covered in depth. Monitoring of the policy will involve consideration of the following data; any reduction in the number of incidents referred for attention; monitoring individual victims/bullies with a view to improved circumstances; positive feedback from parents, pupils and staff; monitoring of the willingness in pupils to report instances of concern; tracking of incidents to inform future decisions on availability of network and infrastructure that can access the internet.



### **Further sources of information**

- **The Anti-Bullying Alliance (ABA):** Founded in 2002 by NSPCC and National Children's Bureau, the Anti-Bullying Alliance (ABA) brings together over 100 organisations into one network to develop and share good practice across the whole range of bullying issues. Advice for parents can be found on the website: <https://www.anti-bullyingalliance.org.uk/>
- **The Diana Award:** Anti-Bullying Ambassadors programme to empower young people to take responsibility for changing the attitudes and behaviour of their peers towards bullying. It will achieve this by identifying, training and supporting school anti-bullying ambassadors. <https://diana-award.org.uk/>
- **Kidscape:** Charity established to prevent bullying and promote child protection providing advice for young people, professionals and parents about different types of bullying and how to tackle it. They also offer specialist training and support for school staff, and assertiveness training for young people. <https://www.kidscape.org.uk/>
- **ChildNet International:** Specialist resources for young people to raise awareness of online safety and how to protect themselves. Website specifically includes new cyberbullying guidance and a practical PSHE toolkit for schools. <https://www.childnet.com/>
- **Digizen:** provides online safety information for educators, parents, carers and young people. <http://www.digizen.org/>
- **Internet Matters:** provides help to keep children safe in the digital world. <https://www.internetmatters.org/>
- **Think U Know:** resources provided by Child Exploitation and Online Protection (CEOP) for children and young people, parents, carers and teachers. <https://www.thinkuknow.co.uk/>
- **The UK Council for Child Internet Safety (UKCCIS)** has produced a range of resources for schools, colleges and parents about how to keep children safe online <https://www.gov.uk/government/groups/uk-council-for-child-internet-safety-ukccis>

### **LGBT**

- **Barnardos:** through its LGBTQ Hub, offers guidance to young people, parents and teachers on how to support LGBT students and tackle LGBT prejudice-based bullying
- **EACH:** (Educational Action Challenging Homophobia): provides a national freephone Actionline for targets of homophobic or transphobic bullying and training to schools on sexual orientation, gender identity matters and cyberhomophobia.
- **Proud Trust:** helps young people empower themselves to make a positive change for themselves and their communities through youth groups, peer support, delivering of training and events, campaigns, undertaking research and creating resources.
- **Schools Out:** Offers practical advice, resources (including lesson plans) and training to schools on LGBT equality in education.
- **Stonewall:** An LGB equality organisation with considerable expertise in LGB bullying in schools, a dedicated youth site, resources for schools, and specialist training for teachers.



## **SEND**

- Mencap: Represents people with learning disabilities, with specific advice and information for people who work with children and young people.
- Changing Faces: Provide online resources and training to schools on bullying because of physical difference.

## **Race, religion and nationality**

- Anne Frank Trust: Runs a schools project to teach young people about Anne Frank and the Holocaust, the consequences of unchecked prejudice and discrimination, and cultural diversity.
- Educate Against Hate: provides teachers, parents and school leaders practical advice and information on protecting children from extremism and radicalisation.
- Show Racism the Red Card: Provide resources and workshops for schools to educate young people, often using the high profile of football, about racism.
- Kick It Out: Uses the appeal of football to educate young people about racism and provide education packs for schools.
- Tell MAMA: Measuring Anti-Muslim Attacks (MAMA) allows people from across England to report any form of Anti-Muslim abuse, MAMA can also refer victims for support through partner agencies.
- Anti-Muslim Hatred Working Group: Independent members of this group are representatives from the Muslim community and will assist and advice on all relevant issues.