



Anti-Bullying Policy

Last Reviewed	March 2016
Next Review Date	February 2022
Ratified by the Trustee Board	February 2019

This policy was originally written following a consultation with anti-bully ambassadors, student council, staff and Governors in March 2016. Allegations relating to members of staff will be covered under *The Grievance, Bullying and Harassment Policy for Staff* and the *Staff Disciplinary Policy*.

1 Aims and Objectives

Horsforth School aims to establish a tolerant, bully-free environment for all its students; if all students are to achieve their true potential they must feel safe at school. The school works hard to ensure that all pupils 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, if bullying does occur, we will:

- Reassure and support the victim
- Deploy the Pastoral Team to investigate/report/monitor/support
- Interview alleged instigator and provide support if required
- Work with parents/carers and external agencies to help the victim and, if necessary, the instigator
- Record and monitor incidents to avoid re-occurrence.
- Support staff and parents/carers to ensure that our response to incidents is prompt and consistent.

Objectives

- All Trustees, teaching and non-teaching staff, students and parents should have an understanding of what bullying is.
- All Trustees, teaching and non-teaching staff should know what the school policy is on bullying, and follow it when bullying is reported.
- All students, Parents/Carers 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, Parents/Carers should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated towards any member of the school community be they a child or adult.

2 Context

Horsforth School operates within guidance and procedures set out by the Department for Education (DfE).

3 Evaluation

This policy will be evaluated every three years by the Trustee Board to ensure it is still fit for purpose. Student Council’s views will be sought when reviewing this Policy. Circumstances may require more frequent modifications.

4 Authors

This policy has been updated by SAN in January 2019

5 Procedures

This policy is seen as an integral part of our Safeguarding process and should be read in conjunction with our Child Protection policy, Equality and Diversity Policy and E-Safety Policy.

Procedures and supplementary information to support this policy are appended as follows:

Appendix 1 – Rationale, Prevention, Definition

Appendix 2 – Anti-Bullying Procedures

Appendix 3 - Anti-Bullying Contract

Appendix I Rationale, Prevention and Definition Rationale

Bullying occurs in most schools and often there is no straightforward way to resolve the problem. Addressing the issue involves all staff and investigating individual incidents of bullying can take time. However, it is essential that we respond promptly to a student who complains of being bullied as the long-term effects of bullying can be devastating e.g. poor academic achievement, non-attendance, low self-esteem, effects on physical and mental health and impact on family unit.

Prevention

We actively promote a zero tolerance attitude towards bullying within School through assemblies, the curriculum and in particular within RE and Lifeskills. We have a student led team of anti-bullying ambassadors who raise awareness of the harmful consequences of bullying and raise awareness of its seriousness. Students are encouraged to talk to the ambassadors and any member of staff in School if they feel they are being bullied. We have an anti-bullying box in the Library for those students who wish to remain anonymous and an email address that only designated staff can access if bullying does occur. All pupils should be able to tell and know that incidents will be dealt with promptly and effectively. We are a *TELLING* school. This means that *anyone* who knows that bullying is happening is expected to tell staff. Bystanders have a responsibility to tell an adult in school or an ambassador if they are concerned that bullying is occurring.

Horsforth School Definition

Bullying is when an individual or group intentionally make someone upset or hurt their feelings through unwanted and repeated physical or verbal abuse in person or online. Different forms vary from verbal, social, physical, emotional/psychological, racist, homophobic, sexual, and cyber bullying. It can be bullying related to race, religion or culture, special educational needs, disability, appearance or health. **(This definition has been agreed by Horsforth Anti-Bullying Ambassadors)**

- I. Procedure to be followed by staff when dealing with an incident of bullying
 - I.1 In investigating any incident of bullying it is important that a member of staff interviews the victim, the instigator and any possible witnesses of the bullying, taking written statements. The victim must be immediately supported and re-assured that threatening, aggressive or anti-social behaviour is unacceptable. The victim should be clear about the action to be taken by the member of staff (e.g. to inform the Behaviour Support Team and speak with the instigator of bullying). The victim may also need to be supported in adopting “coping” strategies. Finally, it is important that the victim knows that the bullying incident[s] is/are recorded and will be investigated. (See Appendix I for details).
 - I.2 It is important that the instigator is allowed to give her/his version of events. After investigation and if appropriate, the instigator must be given an appropriate sanction in line with our PB system and must be informed that the incident is being monitored and recorded. Although the victim may need support, it is important wherever appropriate, that the instigator and victim are brought together so that reassurances can be given by the instigator that no further incidents will occur. It is important that the instigator is made to recognise their inappropriate / anti-social behaviour, understands its consequences of it and agrees to stop the offensive actions.
 - I.3 It is important to recognise that occasionally bullying may be falsely alleged, where it is absolutely clear that a false allegation has been made the school will also take this very seriously and provide support to the person about whom the allegation has been made
 - I.4 The instigator may also need support/counselling.
 - I.5 Incidents of bullying must be recorded and monitored to ensure that the issue is appropriately addressed. It is important that the Behaviour and Intervention Database is updated and notes are maintained in students’ files so that staff can have a complete overview of a student at any given time but it is also necessary to have an overview of the incidence of bullying in school. With incidents of racial bullying, staff should also refer to the procedures for dealing with Racial Harassment.
 - I.6 However, Parents/Carers will usually be contacted. Before contacting parents/carers, it is important that the incident[s] has been investigated and that the victim, instigator and any possible witnesses have been interviewed. If there are serious concerns or if the instigator of bullying refuses to accept s/he has been in the wrong, parents/carers should be invited into school to discuss the matter fully. The school reserves the right to contact the police in the investigation of any incident of bullying.
 - I.7 Where appropriate, external agencies and organisations may be involved in a supportive / counselling role (e.g. Kidscope, Children’s Adolescent and Mental Health Service, Horsforth Children’s Services. I.8 The Student’s PBO or member of Leadership Team will be informed or involved as appropriate.
 - I.9 A follow up of the incident will take place between 2-4 weeks later, by the PBO. The victim will be interviewed; this is to ensure that the incident was isolated and to check that the victim is happy and safe. A follow up form will be completed by PBO and stored centrally.

Procedures for dealing with Bullying at Horsforth School: A tiered Response

1 Friendship Fallout or Isolated Incident between Students – Not Bullying

- Restorative conversation / apology actioned by PBO - logged on intervention record as : “Restorative meeting”
- Logged on Sims as B comment “friendship fallout”
- PBO to monitor the student/s involved
- Parents/carers may be contacted if deemed appropriate

2 Repetition of choice towards same student/s or new student/s which causes upset or distress – Potential Bullying Behaviour

- Restorative meeting / Restorative log completed / apology actioned by PBO – logged on intervention record as: 1.) Restorative meeting and attach log 2.) Caution for potential bullying
- Restate expectations about acceptable behaviour towards others (Tolerance and Respect)
- Logged on Sims as B comment “potential bullying”
- PBO to monitor the student/s involved – support for victim
- PBO to set appropriate school based sanction
- Parents /carers informed

3 Continuation of choices towards others which fit the Horsforth definition of Bullying – Bullying Behaviour

- Parent/carer meeting at school – actioned by PBO in conjunction with LT/PL - actions agreed to support bully in changing behaviours – anti bully contract to support this / contract signed by student
- Regular follow up and review of behaviour/contract by PBO
- Restorative meeting and log completed if appropriate
- logged on intervention record as: anti bully contract
- Logged on Sims as B comment “bullying” and then enter type
- PBO to set school based sanction as appropriate in liaison with LT
- PBO to inform victim’s parent/carers of appropriate actions and have a regular follow up with victim/ provide a support package as appropriate
- Complete the “How did we do” log.

4 Persistent choices towards others which fit the Horsforth definition of Bullying – Bullying Behaviour

- Pastoral Panel Meeting at school – actioned by LT – Trustees maybe present. Actions/Support agreed.
- Potential restriction on unstructured time /movement in the building / removal from lessons
- Red report to LT
- Sanctions - inclusion, partner school exclusion and fixed term exclusion.
- In school support and support from outside agencies which may include : police / platform / YOT / Tamhs
- logged on intervention record as: pastoral panel: bullying
- Logged on Sims as B comment “bullying” and then enter type

- Victims parent/carers informed and maybe invited to school for a meeting if appropriate.
- PBO/PL/LT have a regular follow up with victim/ provide a support package as appropriate
- Complete the “How did we do” log.

Anti-Bullying Contract

This contract is drawn up between the school, the young person and the Parent/Carer.

As a school we will:

- Take bullying seriously and act upon it when it is reported
- Support the victims of bullying and help them to feel safe within school
- Take action against the bully/s and support them in changing their behaviour
- Work with parents/carers of any student who is involved in bullying to support and encourage the student/s in finding solutions

As a student I will:

- Stop causing upset and distress to other students
- I will show respect and tolerance to all of my peers
- I will not join in other situations of bullying behaviour
- I will not turn a blind eye or be a bystander to victimisation or bullying, I will tell someone
- I will use acceptable language with my peers

- I will not use social media to bully my peers

Specific things I will refrain from:

-
-
-

Specific things I will do to change my behaviour:

-
-
-
-

As a parent/carers I will:

- I will support the schools actions and strategies to help modify my child's behaviour
- I will encourage my child to change their behaviour

I will sign the contract to show that I support and will adhere to Horsforth School Anti-Bullying policy.

Student _____
Parent/carers _____
Date _____
Contract review date _____