



# Preventing Bullying Policy

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<b>Approved By:</b>	Trustees
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<b>Impact Assessed</b>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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## Document Control

This document is issued, controlled and impact assessed by the Senior Leadership Team.

The latest version of the procedure will be maintained on the School Website.

## Scope

The policy applies to the whole school community and should be read in conjunction with Equality and Diversity and Disciplinary Policies.

## Purpose

The purpose of this policy is to demonstrate the school's determination to ensure that all students can enjoy a life free from bullying of any kind physical or emotional via direct or distant (cyber bullying) interface.

## Comment

Endeavour Academy will challenge bullying behaviour and promote an awareness of the seriousness with which bullying will be viewed through:

- The Curriculum;
- The Tutorial system;
- The CREATE Framework;
- Documentation on policy statements and other appropriate literature;
- Staff Development.

Within each of these areas lies an understanding that every individual has a responsibility to prevent bullying.

Responsibility for the implementation of these strategies lies with everyone. The school's management team has a duty to ensure that all staff and students are aware of their responsibility.

General guidance on the nature of bullying, bullying behaviour and the effects of bullying is provided within this document.

## Policy Statement

Endeavour Academy is committed to providing a safe, secure and positive environment in which everyone can develop and learn, making full use of the range of facilities available to them.

All who use or work in Endeavour Academy are entitled to be treated with respect and understanding, and to participate in any activity free from intimidation.

All staff at Endeavour Academy are expected to listen actively to young people and other students and act appropriately on information received in order to ensure that a safe, secure, positive environment exists.

## Aims

- To prevent bullying of any form, physical, verbal, cyber or mental.
- To ensure that everyone is aware that bullying will not be tolerated.
- To comply with all relevant Human Rights legislation.
- To ensure that everyone understands that they have a responsibility for the safety and wellbeing of others.

## Objectives

- To provide and encourage a safe, listening environment in which people feel free to discuss their concerns regarding bullying behaviour.
- To raise everyone's awareness of bullying.
- To identify and provide appropriate training (staff development) in relation to identifying and preventing bullying.
- To regularly review the policy and procedures relating to bullying.
- To monitor procedures and their effectiveness in preventing bullying.
- To investigate fully any incidents of bullying.
- To take positive actions to deal with bullying behaviour.
- To provide appropriate training and support for victims of bullying and those involved in bullying behaviour.

## School Code of Practice

- All members of the school community have a responsibility to ensure that students and staff are free from bullying.
- All staff should monitor their conduct and language to eliminate bullying behaviour and practices and should actively counter such behaviour amongst students.
- All staff and students should be aware of the procedures for complaints, details can be found on the school website.
- Staff, students and parents should follow Endeavour Academy's complaints procedure if bullying occurs or is suspected.

- An allegation of bullying will be fully investigated and dealt with appropriately to ensure there is no recurrence.
- When a person is suspected of bullying every effort will be made to establish the facts and appropriate action will be taken to ensure there is no recurrence.
- The victim and bully will be offered support in the form of counselling if required.

**The school regards bullying as a serious offence and will apply School Disciplinary Procedures where appropriate.**

## Performance Indicators

- Incidents of bullying will be recorded and analysed.
- Student surveys will be conducted and analysed to monitor bullying.
- Awareness raising for students will be conducted during Induction and throughout the tutorial programme and curriculum areas.
- The Preventing Bullying Policy will be reviewed annually.
- An annual report will be submitted to the Trust.

## General Guidance

At Endeavour Academy we acknowledge that bullying can have a long term damaging effect upon all those involved.

We must ensure that all students are aware that:-

- They have the right to be safe at school;
- Telling an appropriate person about bullying is the responsibility of everyone;
- Clearly defined actions will follow when bullying is reported;
- All reports will be taken seriously.

## What is bullying?

Bullying can be defined as the intentional abuse of power by an individual or group, with the intent and motivation, to cause distress to another individual or group.

- It may be physical, verbal, technological or psychological in nature.
- It may occur frequently or infrequently, regularly or irregularly, but it should be taken seriously even if it has occurred on only one occasion.
- In more serious instances where an adult abuses their power over a child, or a child over another child, bullying may be viewed as child abuse and should be seen within this context.
- Not all aggressive behaviour is bullying. Some children without the intention or awareness that it causes distress may exhibit behaviours, which appear to be bullying.
- Some individuals may feel they are being bullied, even when there is no intention from others to cause distress. All perceptions of bullying will be taken seriously.

## **Place in the school community and implementation**

The school community includes all students, parents, trustees and staff. They will be informed of and involved in, the Preventing Bullying Policy. This will be done through:-

- Information booklets / school prospectus
- School Bulletins
- Learning Mentor
- Staff Meetings / Training
- The School Website
- Student Council

All members of the school community have responsibility to ensure that students and staff are free from bullying.

## Examples of bullying behaviour

- Name calling
- People spreading rumours about you
- People making up stories to get you in trouble
- Your friends are being taken away, and you are left on your own
- Your friends are being told not to be your friends
- You are being hit, kicked, tripped up or pushed around
- People are making remarks about your culture, religion, colour, gender or sexuality
- People are making remarks about your looks or weight
- People are making remarks about your disability or medical condition
- You are being left out of group work in class
- You are being left out of teams during team selection
- People are taking your possessions or demanding money from you
- People are damaging your property
- People are hiding your bag or books
- People are making jokes about you when they can see you are upset
- You are receiving nasty notes, text messages, e-mails or phone calls
- You are unhappy with the way people behave towards you and they continue to do it
- People are threatening to do nasty things to you
- If you feel you have to go along with the crowd behaviour even when you want to stop or know it is wrong, because you are frightened of saying no and what might happen to you
- People make unwelcome sexual advances in any way
- Different forms of cyber bullying: 'Facebook', MSN, 'Twitter' etc.
- Any other behaviour which makes you feel uncomfortable.

## Identifying signs of behaviour

The behaviour of children, young people and adults is not easily understood. Changes in behaviour may have many causes. Being bullied can be one reason why behaviour changes.

There is a need to be alert to the possibility that bullying is occurring. These are some signs which need to be investigated sensitively.

The individual may:

- Become withdrawn, tearful, moody, aggressive, uncooperative or non-communicative
- Have sleep or appetite problems
- Have more difficulty concentrating
- Show variation in work performance
- Have cuts, bruises or aches and pains without adequate explanation
- Request extra money or start stealing
- Have clothes or possessions which are damaged or lost
- Complain of illness more frequently
- Start bullying others
- Behave in uncharacteristic ways or exhibit a marked change in a well-established pattern of behaviour e.g.
  - A sudden loss of interest in a previously favoured activity
  - Changing times of arriving to school or lessons
  - Increased absence
  - A reluctance to attend school
  - A request to change school
  - A refusal or avoidance of a particular lesson or activity e.g. PE.
  - Experimenting with drugs and alcohol.
  - Some sufferers of bullying do not appear to reveal any outward signs.

## **Guidelines for sufferers of bullying**

If you think you are being bullied or know of someone being bullied, tell someone you trust. This may be a member of staff, a parent, an older pupil, a friend, a peer-supporter or another adult. If they cannot help, ask them to tell someone who can.

Do not react to the bully in a way that could put you at more risk e.g. physical retaliation.

## **Guidelines for staff dealing with bullying amongst students in school**

Evaluate the immediate safety and well-being of the individual reporting a bullying incident.

Is the individual in danger of further bullying? If yes, pass the information on in a sealed note or phone call to the member of staff teaching the pupil in the next session, alerting them to the incident.

Any form of bullying whether it is physical, verbal, technological or psychological will be dealt with in the same way:

- The individual reporting the incident must complete an Incident Statement, recording details of what happened, when and where, and include a list of independent witnesses (if available)
- If First Aid is required send the pupil to reception with an escort.
- All pupils involved in the incident should complete a written statement.
- Reports will be collected and collated by the person to whom the incident is reported and passed to the appropriate pastoral staff
- The Senior Leadership Team will deal with the incident in line with the Behaviour Policy of the school.

Racial harassment procedures are to be followed. All incidents of racial abuse/bullying/harassment are to be monitored by SIMS and Senior Staff. All incidents of racial abuse are reported to the Local Authority via racist incident form.

All staff should:

- Protect and support all parties while the issues are resolved.
- Encourage pupils to discuss incidents of bullying.
- Listen to and treat pupils sympathetically and take their concerns seriously.
- Ensure the bullies know:
  - what effects their actions are having;

- that their actions are not acceptable;
  - that a record of the incident will be placed in their file and the Learning Manager and Tutor will be informed;
  - that any other appropriate sanction will be administered to try to ensure that bullying does not occur again;
  - that there is a Preventing-Bullying Co-ordinator in school and they will be seen by them.
- Involve pupils in the discussion about what action will be taken and what they must do if bullying reoccurs.
  - Maintain contact with parents since their support is very important in dealing with bullying.

## **Guidelines for parents / families of children being bullied**

If you suspect or have reason to believe that your child is being bullied or your child is showing a number of the characteristics of bullying behaviour:

- Talk to your child about what is happening. Be calm, show sensitivity, show concern, reassure your child that he or she is not to blame.
- If your child says that they are worried about being with certain people in certain places take this seriously.
- Fighting back physically against the bully will only make the situation worse.
- If at all possible, act with your child's agreement.
- Follow academy procedures (See Appendix 1).
- The academy will take you seriously and take appropriate action.
- Please make use of the co-sponsors specialist Preventing Bullying Service and do not take independent action.
- Maintain contact and work with the academy.
- Give the academy time to deal with the issues. If you are concerned, contact the key member of staff.
- Endeavour Academy expects your child to attend unless there is an agreement with the Head of School.

**Bullying is never acceptable. Action needs to be taken to stop bullying. If it is ignored it often gets worse. Your child should not just put up with it.**

## **Guidelines if you are a pupil supporting a victim**

- Listen carefully and sympathetically to the pupil confiding in you.
- Encourage them to tell a member of staff or a responsible adult, or allow you to go with them to report it, or write down what has happened and pass this information onto either a Learning Mentor or the Deputy Head of School.
- Maintain contact with the pupil. Your support is important to them while they deal with bullying.
- Do not try to deal with it yourself or ask another pupil to do so.

## **Additional guidelines for peer support / mentors**

- Display empathy; remember that complete confidentiality is not always possible.
- Explore choices, options available.
- Explore methods and ways of avoiding bullying situations.
- Bullying can be very complex. Seek supervision as and when appropriate.

## **Guidance for outside agencies**

Within the Agency's Confidentiality guidelines pass on the information to appointed Link Person or Senior Learning Coach on a "Need to know basis".

## **Guidance for staff experiencing bullying**

Refer to HR for advice, guidance and support.

## **Suggested sanctions / actions to be taken when dealing with cases of bullying**

As cases vary so much and can be extremely complex, it must be left to the judgement of the senior managers involved as to which sanctions and/or strategies are used. The following are examples of actions which may be taken:

- Discussion of the incident with the victim and the bully to ensure that the bully is aware of the effects of his or her behaviour.
- Discussion with the victim and/or bully.

- Parents / carer involvement.
- Support group for the victims, run jointly by peer mentors and staff.
- Regular intervention for victims and bullies.
- Asking bullies to put themselves in the victim's position and write about their feelings.
- Apology by the bully to the victim, written or verbal.
- Loss of break times, or supervised delay before being allowed to leave school.
- Use of Internal Isolation or a fixed term exclusion.
- Permanent Exclusion is possible if the incident requires.
- Referral for external agency involvement.
- Referral to Pastoral Team.
- Planning and mediation meeting with pupils and Learning Mentor.
- Letter home.

## **Recording system monitoring of bullying**

- Use of **SIMS** system to record and monitor bullying incidents – SIMS checks.
- Weekly monitoring of all incidents to do with bullying through SIMS checks.
- Completed incident forms to be kept in pupil's reference file.

## **Complaints**

If you are unhappy with the way a case has been handled, complaints should be made in accordance to the Schools' Complaint Procedure, available from the school office.

## **The Nature of Bullying**

Bullying may be defined as the repeated or intentional abuse of power by an individual or group with the intent and motivation to cause distress to another individual or group. It may be physical, sexual, verbal or psychological in nature. It may occur frequently or infrequently, regularly or irregularly, but it should be taken seriously even if it has only occurred on one occasion.

Bullying is not a phenomenon which occurs solely between young people. The above definition can also be seen to characterise some adult/adult, adult/child and child/adult relationships.

In more serious instances where adults abuse their power over a young person or a young person does over another young person bullying may be viewed as child abuse and should be seen within this context.

Not all aggressive behaviour is bullying. Behaviour, which appears to be bullying, may be exhibited by some young people, especially very young children, without the intention or awareness that it causes distress.

Some individuals may feel they are being bullied, even when there is no intention from others to cause them distress. Such perceptions of bullying should be taken seriously and action taken to address them.

## **Why it is important to do something about bullying**

Bullying is always damaging to those involved. The victim, the bully and those who witness or even know about the bullying are affected.

## **Victims**

Victims may spend their lives in fear. They often feel isolated from their peers and may believe that it is something about themselves which has led the bully to pick on them.

The victim's life may be characterised by unhappiness, a sense of desolation and desperation and exclusion from normal social experiences. Those feelings can permeate all aspects of the victim's life and may lead to a strong desire to escape the situation by running away from home, truanting from school, college, absences from work, and in some cases, self-harming or taking their own life.

The victims of bullying may have reduced self-esteem and self-worth and their performance in school, college, work and other areas often deteriorates.

Research evidence has shown that victims of bullying may be more likely to experience mental health problems and also that they are more likely to become bullies themselves.

## **Bullying Behaviour**

Bullying is not a natural behaviour pattern and should not be seen as such.

People who bully are likely to experience difficult and unhappy relationships with their peers and frequently need help to overcome these difficulties.

People who bully are unlikely to stop while they can continue unchallenged.

## Cyber Bullying

Bullying also occurs by misuse of new technologies e.g. emails, text messages, internet. Such occurrences must be tackled with equal importance as physical bullying. Students must be aware that by forwarding inappropriate messages or images on, they are equally as culpable as the originator. Personal Teachers will include sessions in the tutorial programme which deal with cyber bullying and how to protect yourself on-line.

Endeavour Academy does not have a policy of dealing with cyber-bullying which occurs outside of school, this should be referred to the police. However, any issues arising in school as a result of this will be dealt with in accordance with school policies.

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## Others

Bullying behaviour does not just affect the victim and the perpetrator. Those who witness or know of bullying may live in fear that it will be their turn next.

Bullying promotes poor models of behaviour and may encourage other to imitate these models. People who have been bullied in one setting may well become bullies in another.

For children transferring from school to college, or college to work the fear of bullying is widespread. Evidence has shown that bullying is a major concern for parents and young people of all ages.

## Organisations

Organisations which encourage or even tolerate bullying are less effective. Where the values and culture of the organisation are dominated by fear and subordination, individual are less efficient, moral is lower and absenteeism is more frequent.

**Breach of this policy may lead to action being taken under the school's formal Disciplinary Procedure. Any employee, who feels they have been treated in a manner contrary to the spirit of this policy, should seek recourse in accordance with the school's Grievance or Dignity at Work procedures.**

## Documents and Records

- Child Protection Procedure
- Child Protection Policy
- Disciplinary Procedure
- Behaviour Policy

## Appendix 1

### The Endeavour Academy Anti-Bullying Flowchart for Parents and Pupils

#### What to do if you are concerned about bullying

I'm being bullied  
My child is being bullied  
My friend is being bullied

#### Report any bullying incident

##### First Contact

Learning Mentor  
Any adult you are comfortable talking to

##### Inform

Deputy Head of School

Head of School

##### Preventing Bullying Co-ordinator

An appointment can be made with the Deputy Head of School.  
This can be done through members of staff or by self-referral.