

Statutory  
Non-Statutory



# Anti-Bullying Policy

Date: June 2009  
Reviewed: December 2010  
Revised: March 2016  
Revised: January 2018

# Northgate School Arts College Academy Trust

## Anti-Bullying Policy

### Introduction

This policy has been written following consultation with pupils/students/students through the School Council and Learning for Life lessons, all members of staff, governors and the parents forum. It is designed to supplement the schools Behaviour policy and outlines what Northgate School Arts College (Academy Trust) hereafter called the school, will do to prevent and tackle bullying.

Northgate School Arts College (Academy Trust) is committed to providing a caring, friendly and safe environment for all our staff, pupils/students/students. We are committed to providing a relaxed and secure atmosphere so that pupils/students/students can maximise their learning. This policy is written with the whole school community in mind and covers pupils/students/students, parents and other staff. Members of the school workforce suffering from bullying or concerned about bullying are to be advised that they can contact their trade union or professional association for support and advice.

### What is Bullying?

'Bullying is always intentional'

Bullying can be a single incident or repeated act that causes distress to the person or persons it is aimed at. It may be implemented by a single person or a gang of people. The person or people it is aimed at may find it difficult to do anything about it.

Incidents can be:-

- Verbal – including name calling, gossip, rumour spreading, telling tales, swearing, threatening, racist comments, insults, taunting, mocking, making offensive comments.
- Physical – hitting, pushing, kicking, intrusion into personal space, inappropriate gestures, fighting, spitting, 'happy slapping', taking belongings.
- Exclusion – in class, from outside activities, social, 'ganging up against'
- Other - damage to personal property, taking money, destroying someone's work, mobile/text/internet threats or posting of inappropriate or degrading images,

### Forms of Bullying Covered by this Policy

Bullying can happen to anyone. This policy covers all types of bullying including:

- Bullying related to race, religion or culture.
- Bullying related to special educational needs.
- Bullying related to appearance or health conditions.
- Bullying related to sexual/gender orientation.
- Bullying of young carers or looked after children or otherwise related to home circumstances.
- Sexist or sexual bullying / transphobic
- Cyber bullying.

## **Aims**

The aims of this policy are:-

- To identify and eradicate bullying which involves Northgate School Arts College (Academy Trust) pupils/students/students and staff.
- To supplement the behaviour policy in order to provide a safe, caring environment in which everyone can feel valued.
- To underline the school ethos and make everyone aware of our views on bullying and how it will be dealt with.
- To inform all teaching and non-teaching staff, including lunchtime supervisors, governors, parents and visitors to school of the procedures in place to help eradicate bullying.
- To inform pupils/students/students of what to do if they are being bullied and to let them know that we will take it seriously.
- To inform anyone bullying someone else within school what to expect when they are discovered.

## **Purpose of the Policy**

- To discuss, monitor and review our anti-bullying policy on a regular basis.
- To support staff to promote positive relationships and identify and tackle bullying appropriately.
- To ensure that information about bullying will be presented in a form that makes it possible for all to access e.g. symbols to support those with low reading ability.
- To ensure that pupils/students/students are aware that all bullying concerns will be dealt with sensitively and effectively; that pupils/students/students feel safe to learn; and that pupils/students abide by the anti-bullying policy.
- To report back to parents/carers regarding their concerns on bullying and deal promptly with complaints. Parents/carers in turn work with the school to uphold the anti-bullying policy.
- To seek to learn from good anti-bullying practice elsewhere and utilise support from other relevant organisations when appropriate.
- To ensure that members of the school workforce suffering from bullying or concerned about bullying are advised that they can contact their trade union or professional association for support and advice.

## **Strategies for Preventing, Identifying and Responding to Bullying**

We will:

- Work with staff and outside agencies to identify all forms of prejudice-driven bullying.
- Actively provide systematic opportunities to develop pupils/students' social and emotional skills, including their resilience. Our Learning for Life and Personal & Social Development, curriculum and assembly themes will provide most of these opportunities. Other opportunities will be developed through the pastoral support team.
- Monitor and look out for any signs of bullying by observing possible changes in behaviour, such as becoming nervous, feigning illness or clinging to adults.
- Monitor work patterns, absence, truancy and lack of concentration as further possible signs of bullying.
- Consider all opportunities for addressing bullying including through the curriculum, through displays, through peer support, The Healthy schools programme and through the School Council/Voice.

- Train all staff including lunchtime staff, learning mentors and other staff to identify bullying and follow school policy and procedures on bullying.
- Actively create "safe spaces" for vulnerable children and young people.
- Regularly remind all pupils/students/students that if they see bullying or are being bullied that they need to seek help from a safe and responsible adult.

### **Involvement of Pupils/students/Students**

We will:

- Regularly canvas pupils/students/students and parents views on the extent and nature of bullying.
- Ensure pupils/students/students know how to express worries and anxieties about bullying.
- Pupils/students who find communication difficult can be supported with appropriate AAC access.
- Ensure all pupils/students are aware of the range of sanctions which may be applied against those engaging in bullying.
- Involve pupils/students in anti-bullying campaigns in schools.
- Publicise the details of helplines and websites.
- Offer support to pupils/students who have been bullied.
- Work with pupils/students who have been bullying in order to address the problems they have.
- Actively encourage bystanders to tell an adult and/or get help if they observe bullying and to give sympathy to the person being bullied.

### **Liaison with Parents and Carers**

We will:

- Ensure that parents/carers know whom to contact if they are worried about bullying.
- Ensure parents know about our complaints procedure and how to use it effectively.
- Ensure parents/carers know where to access independent advice about bullying.
- Work with parents and the local community to address issues beyond the school gates that give rise to bullying.

### **Guidelines**

#### **Reporting, Recording and Monitoring**

We will:

- Provide confidential and varied routes to staff and pupils/students to report bullying. This will, as a minimum, include email access to school staff and an open door policy.
- Provide fair and effective investigation.
- Follow up systems to ensure that agreements are sustained.
- Record a clear account of the incident which is logged in our system (My Concern). All concerned in the incident will be interviewed by member of the Senior Leadership Team.
- Parents will be kept informed.

- Information about these incidents will be stored electronically giving us the ability to analyse the data over time and react to trends/patterns.
- Records of disciplinary steps will be kept and these may include:
  - Official formal warnings and the pupils/students where appropriate being placed on the school Individual Behaviour Plan (IBP) card system.
  - Detention.
  - Fixed term internal or external exclusion
  - Permanent exclusion.
- Pupils/students will not be excluded from the school for being bullied, even if the school believes that they are doing so for the pupils/students benefit.
- All bullying incidents will be recorded by staff and will be monitored to identify patterns of bullying behaviour.

It is the responsibility of:

- School Governors to take a lead role in monitoring and reviewing this policy.
- Governors, the Executive Headteacher, Senior Managers, Teaching and Non-Teaching staff to be aware of this policy and implement it accordingly.
- The Executive Headteacher to communicate the policy to the school community (see website).
- Pupils/students to abide by the policy.

## Conclusion

This Policy only works if it ensures that the whole school community understands that bullying is not tolerated and understands the steps that will be taken to both prevent and respond to bullying.

### Related Policies

Equality for all policy and Action Plan  
 Teaching and Learning policy  
 Compliments and Complaints policy  
 Acceptable user policy  
 Child protection policy  
 Confidentiality policy  
 Behaviour Management policy  
 Positive Handling policy  
 Exclusion Policy

## Guidelines for Implementation of the Anti-bullying Policy

**The school** will take the following steps when dealing with incidents:

- If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who has been approached.
- A clear account of the incident will be recorded and put in 'incident book'.
- Keep the victim safe.
- Provide a secure warm environment for discussion.
- Obtain empathetic support from the participants including the bully .
- Staff will empower onlookers/colluders.

- Make sure that staff don't apportion blame to the bully in discussion.
- Make sure that nobody thinks that being a bully works by giving the attention they seek for their negative actions.
- Make sure that staff use every opportunity to praise everyone involved when positive circumstances occur.
- The staff/Executive Headteacher will interview all concerned and will record the incident.
- It is the responsibility of the senior member of staff to decide and implement any sanctions that are deemed necessary.
- Class staff will be kept informed and if it persists the class teacher will inform subject teachers.
- Information will be shared with staff at daily briefing meetings and actions agreed to be followed up.
- Parents will be informed. (Time scale/response dependent on individual pupil)
- Punitive measures will be used as appropriate and in consultation with all parties concerned.
- Ensure that all staff agree the approach.
- Encourage parents to talk to class staff or pastoral team about any bullying concerns they have.
- Offer lunchtime activities to reduce numbers on the playground and to engage pupils/students in positive behaviour.

## **Pupils/Students**

Pupils/students who have been bullied can report bullying by:

- Talking to class staff
- Talking to support staff
- Talking to an Anti Bullying committee
- Use strategies they have been taught e.g. to get the help of adult

Pupils/students who have been bullied will be supported by:

- Offering an immediate opportunity to discuss the experience with class staff, or a member of staff of their choice.
- Reassuring the pupil.
- Offering continuous support.
- Restoring self-esteem and confidence.

Pupils/students who have bullied will be supported by:

- Discussing what happened
- Discovering why the pupil became involved.
- Establishing the wrong doing and need to change.
- Informing parents or guardians to help change the attitude of the pupil.

**Procedures for pupils/students** – what to do if you are being bullied.

*These procedures are produced as a separate leaflet to inform pupils/students.*

**Tell someone** – the best person to tell in school is the class teacher or you could tell a friend to pass on the information. Outside of school you could tell a parent or trusted adult and ask them to contact the school for you. The school always takes reports of bullying seriously.

**Walk away** – staying away from known trouble makers and walking away from them if they try to antagonise you sets the best example.

**Stay with your own friends** – you are less likely to be a target if you are always with a group of friends.

**Ignore them** – this is often very hard to do but will lead to them losing interest in you.

### **Sanctions**

The class teacher will talk to the bully or bullies to explain the effect their actions are having and ask them to stop.

The following sanctions can be taken:-

- Loss of reward points in lessons
- Phone call/visit home
- Meeting with Head of School/SLT member
- Loss of break/lunchtime
- Detention during break or Lunchtime
- Individual behaviour plan
- Loss of favourite lesson/activity/trips
- Pastoral Support Plan meeting
- Escort of pupils/students during lesson changes/transition times
- Fixed term internal or external exclusion
- Permanent exclusion

The sanctions that are given will take into consideration the frequency, severity and nature of the bullying and the individuals SEN needs and disability as to what is seen appropriate as a sanction. All good and appropriate behaviour will be celebrated formally in assemblies and in class.

Within the school we will raise awareness of the nature of bullying through inclusion in Learning for Life/circle-time lessons, form tutorial time, assemblies, theme days and subject areas, as appropriate, in an attempt to eradicate such behaviour.

The school has installed CCTV across the school sites to support the ethos of providing a safe environment for all our pupils/students.

### **Monitoring and Evaluation**

The effectiveness of this policy will be monitored on a regular basis via the school council, circle time, discussion with parents and the recording of 'on-call' incidents that identify bullying as the root issue.