

# **All Saints Catholic College**

Be Inspired, Be Excellent - Succeed



## **Anti-Bullying Policy**

Approved by Governors:

13<sup>th</sup> November 2017

Date to be reviewed:

January 2019

## **POLICY FOR DEALING WITH BULLYING**

### **Aims**

The school's Mission Statement is reflected in the Anti-bullying Policy.

It makes it clear that bullying, in any of its forms, cannot and will not be tolerated. It also states that all pupils are entitled to receive their education within a safe and happy environment where students are encouraged to show respect for one another. It is the responsibility of all to ensure that the education of pupils at All Saints Catholic College takes place in an atmosphere that is caring and protective.

The policy reflects the school's safeguarding policy. Under the Children's Act of 1989, a bullying incident should be addressed as a Child Protection concern when there is 'reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm'.

Finally, the policy is in line with the school's Health and Safety Policy. The school is committed to providing a caring and safe community within which students can thrive.

For other links, please also refer to the 'TSCB Guidance for Safe Working Practice for adults who work with children and young people' document, and the Child Protection Policy.

## **POLICY FOR DEALING WITH BULLYING**

### **Definition**

Bullying can be described as being 'a deliberate act done to cause distress solely in order to give a feeling of power, status or other gratification to the bully. Bullying can range from ostracising, name-calling, teasing, threats and extortion, through to physical intimidation, assault on persons and/or their property. It can be an unresolved single frightening incident that casts a shadow over a child's life, or a series of such incidents.'

Staff, parents, carers and students at All Saints Catholic College work together to create a happy, caring and safe learning environment. Bullying, whether verbal, physical or indirect, is not tolerated. It is everyone's responsibility to try to prevent occurrences of bullying and to deal with any incidents quickly and effectively.

Bullying may be brought to the attention of any member of staff by the victim(s), their friend(s), their parent(s) /carer(s) or other interested people.

### **Intentions of the policy is:**

- To provide a safe, caring environment for the whole college community, especially the students in our care.
- To instil in students that bullying is unacceptable and that reports of bullying will be taken seriously, recorded and acted upon.
- To reassure students that they will be listened to and will know that it is all right to tell people about being bullied.
- To inform parents / carers and keep them informed of actions taken in response to a complaint.
- A full investigation will follow any report of bullying with detailed records kept of incidents, reports and complaints.
- To take appropriate action, including exclusion in cases of severe bullying.
- To monitor incidents of bullying during the college year by the pastoral team.

### **Strategy for Dealing with Bullying**

When dealing with bullying, staff will follow these fundamental guidelines:

- They will never ignore suspected bullying.
- They will never make premature assumptions.
- They will always listen carefully to **ALL** accounts – several students with the same version does not mean they are telling the truth.
- Follow up proven cases to check bullying has not returned.
- Keep detailed records.

Strategies have been introduced at All Saints Catholic College to reduce bullying. These strategies cover raising awareness about bullying and the Anti-bullying Policy, increased understanding for pupils who are vulnerable to bullying and teaching students how to manage relationships in a constructive way.

Staff may apply one or more of the strategies below or adopt another reasonable approach depending on the perceived seriousness of the situation. The emphasis will always be one of showing a caring, compassionate and listening approach.

In response to a complaint of bullying, the school's discipline procedures will be followed, with staff carrying out a full investigation, keeping detailed records and applying sanctions as necessary.

The procedures will be followed **initially** by the member of **staff** who has been informed about the bullying. The Head of Year/ Pupil Support Officer will become involved if the situation cannot be resolved by the teacher involved.

Procedures Staff will follow to deal with bullying:-

1. Discuss the nature of the bullying with the victim at length, recording all the facts on the blue log sheets. This will require patience and understanding.
2. Identify the bully/bullies and any witnesses.
3. Interview witnesses and record.
4. Discuss the incident(s) with the alleged bully/ies. Tell them what the allegations are and ask them to tell the truth about the situation/incident. Make it clear that this is only an investigation at this stage.
5. If the bully owns up, make it understood that bullying is not acceptable at All Saints Catholic College and what effect it has on the education of the target and the rest of the students in the class/college. Ask the bully to put themselves in the position of the person being bullied. Apply sanctions relevant to the type of bullying.
6. If the allegation of bullying is denied, then further investigation is needed. If there is sufficient evidence that the bullying occurred, apply relevant sanctions.
7. Hold separate discussions with parents of bully and victim.
8. Sanctions for the bully include:
  - loss of break/lunch times for a fixed period
  - Detention
  - Internal exclusion
  - Step Out
  - fixed period of exclusion from school
  - Permanent exclusions
9. Once the incident has been investigated the person who investigated the incident, should log the incident on SIMS and the incident will be logged on to the bullying Log by the relevant PSO.

In order to reduce incidents of bullying and recognise bullies, all staff will watch for early signs of distress in students. We will “listen, believe, and act.”

Members of the Young Leaders “Anti Bullying Ambassadors” are there as a student’s first contact point, if they feel they cannot tell an adult. These students are represented in all Year Groups and are easily identified by badges worn.

There are anti-bullying and racism posters on form Notice Boards advertising how students can report bullying. The schools anti bullying website is advertised in pupils journals [stopbullying@allsaintscatholiccollege.com](mailto:stopbullying@allsaintscatholiccollege.com) this is available for pupils and parents to post anonymous reports of bullying. Pupils can also inform the Pastoral Team of bullying incidents via the Anti-bullying box located in the pastoral corridor.

### **Bullying off the School Premises**

All Saints Catholic College is not directly responsible for bullying off the school premises; however, if both the target and the bully are from All Saints Catholic College, action will be taken as if the incident has occurred within the school, and this includes informing parents / carers.

Where possible, All Saints Catholic College will support students, who have been bullied, especially on their way to or from school, by students from another school or by other persons.

The following steps will be taken.

- Talk to the students(s) and parents / carers involved from the other school / college.
- Talk to the Head Teacher / members of senior staff from the perpetrators school / college.
- Discuss with the Police/ external agencies about problems in the local areas.
- Talk to the transport company, if bullying is occurring on college buses.
- Talk to students about how to avoid or handle bullying situations.

### **Internet Bullying / Mobile Phone Texting**

Internet Bullying / Mobile Phone Texting to bully others will not be tolerated in All Saints Catholic College and will be treated severely. If a student receives written abuse or physical threats electronically during the school day, the discipline procedures will be followed, with staff making a full investigation, keeping detailed records and applying sanctions as necessary. Mobile phones are not allowed to be used or on in school.

### **Bullying Directed Towards Race, Gender, Sexual Orientation or Disability**

All Saints Catholic College will not tolerate bullying against anyone because of his or her race, gender, sexual orientation or disability. The school will take preventative action to reduce the likelihood of bullying incidents of this nature occurring. Stereotypical views are challenged and students learn to appreciate and view positively differences in others, whether arising from race, gender, sexual orientation, ability or disability.

All Saints Catholic College guarantees confidentiality and support for those being bullied. Incidents of bullying of this type will be reported to the Governing Body and LEA as required.

### **Racial Bullying/Harassment**

Racial bullying will not be tolerated in All Saints Catholic College and will be treated severely. If a student receives verbal abuse, physical threats or attacks, or if a

student brings racist literature into college, incites others to behave in a racist way or writes racist insults, the discipline procedures will be followed, with staff making a full investigation, keeping detailed records and applying sanctions as necessary.

A full investigation will be carried out, recording incidents on a separate form and on LA forms. All Saints Catholic College has a duty to develop students' understanding of ethnic diversity issues and explore racial tolerance in all lessons throughout the curriculum. All records are to be kept in the pastoral filing cabinets for the specific students involved.

All Saints Catholic College guarantees confidentiality and support for those being bullied. Racial incidents are reported to the Governing Body and LEA as required.

### **Sexual Bullying**

Sexual bullying has an impact on both genders. A sexual assault will lead to the exclusion of the perpetrator from All Saints Catholic Collage. Sexual bullying is characterised by abusive name-calling, comments about appearance, attractiveness and emerging puberty, inappropriate and uninvited touching, sexual innuendoes and propositions (i.e. sexual harassment), and in its extreme form, sexual assault or rape.

All Saints Catholic College guarantees confidentiality and support for those being bullied. Incidents of bullying of this type will be reported to the Governing Body and LEA as required.

### **All Saints Catholic College strategies to deal with sexual bullying include:**

- recording incidents on the bullying log on its own spreadsheet
- developing understanding of gender relations
- exploring sexism and sexual bullying in PSHE lessons
- using single-sex groups to discuss sensitive issues
- ensuring the school site is well supervised, especially in areas where students might be vulnerable
- Implementing appropriate discipline procedures as appropriate these could include detention, isolation or exclusion depending on the nature of the incident.

### **Sexual Orientation**

Sexual bullying can also be related to sexual orientation. Students do not have to be homosexual or bi-sexual to experience such bullying.

Strategies to deal with such bullying include:

- recording incidents in a separate incident book
- awareness by staff that homophobic bullying can occur
- challenging homophobic language and explore students' understanding – they might not understand the impact

- guaranteeing confidentiality and support for those being bullied
- Implement discipline procedures if the bullying warrants it.
- Reporting all incidents of homophobic / transphobic bullying to the LEA and governors

### **Special Education Needs or Disabilities**

Students with special educational needs or disabilities might not be able to articulate experiences as fluently as other students. However, they are often at greater risk of being bullied, both directly and indirectly, and usually about their specific disability.

All Saints Catholic College makes sure the behaviour of staff does not trigger bullying unintentionally. They will avoid undue attention towards SEN students compared with others, and should not make comments based on students' appearance or perceived character.

If the bullying is serious, All Saints Catholic College undertakes a full investigation, including a full discussion with witnesses, recording incidents in the incident book and contacting parents. Discipline procedures are implemented.

High attainers, gifted or talented students can also be affected by bullying. Teachers should treat this as seriously as any other type of bullying.

### **Guidelines for Dealing with Bullying Incidents**

It is the duty of **all** staff to actively promote anti-bullying in school through a variety of methods

- Display anti –bullying messages and posters
- Reprimand all inappropriate behaviour
- Encourage students to be respectful and supportive of one another and to report all acts of bullying
- Through form time and assemblies
- Through PSHCE to develop an awareness of the variety of types of bullying issues and the negative effects it has on victims
- Promoting the use of the schools anti bullying email address and the anti-bullying box
- Supporting Anti- bullying incentives

Any pupil who is being bullied, or is aware of someone else being bullied, should seek a trusted adult, or pupil and ask him/her to inform a member of staff or go directly to a member of staff (Form tutor, subject teacher, Pupil Support Officer, HOY or SMT)

Pupils should be interviewed as soon as possible by one of the above and a statement recorded on the incident report form by the member of staff dealing with it.

- Witnesses should also record the incident on a witness report form.

The member of staff dealing with the incident should complete the Bullying Incident record form and record any actions taken if appropriate/where necessary they will note who the incident has been referred to. They may enlist the support of the pupil support officers to carry out getting statements and support them in this process.

All incident forms should then be copied and passed on to Form tutor/PSO and Head of Year to ensure any appropriate action is taken, once the forms have been completed a copy is then given to Assistant Headteacher responsible for bullying to monitor. HOY will also keep a copy in the victim and perpetrator's file. Original documents should be passed to the PSO for the year group to log and record it on the central Bullying log.

PSO/HOY will contact parents of victims and perpetrators to inform them of the incident and any action to be taken or request pupil support workers assistance with this.

Mediation between the students is to take place only by agreement of the victim.

All perpetrators are to sign a bullying contract that will be stored in the students file and reviewed accordingly.

Assistant Headteacher in charge of bullying will keep a record of all victims and perpetrators.

Actions taken will involve PSO/HOY firstly following the sanction laid out in the school behaviour policy but may lead to intervention of other agencies, e.g. school nurse, anger management, police, governors etc.

The effects of action taken need to be reviewed by further contact with the pupils at an agreed date. This will be followed up by HOY with support of Pupil Support Officers and monitored by Assistant Headteacher. Any developments should be shown on the Bullying Incident report form and signed and dated.

Pupil Support Officers are to review the victim log each half term to follow on the well-being of the victims and ensure that no further bullying incidents have occurred.

Any parent whose child is subject to bullying should report the incident to a member of staff. Any action taken by the school does not pre-empt a parent's right to make a direct complaint to the police.

Any parent who is not satisfied with the action taken by the school in dealing with the bullying matters should indicate that dissatisfaction, in writing, to the Assistant Head Teacher or Deputy Head Teacher.

The procedures are in place to, discourage bullying, support the victims, re-educate the perpetrator and to prevent the continuation of bullying.