



St Mary
Magdalene
Academy

ANTI-BULLYING POLICY

St Mary Magdalene Academy is a Christian community of learning. We aim to nurture young people to become high achievers and to discover their vocation in the global society.

“Show by a good life that your works are done by gentleness born of wisdom”
James 3.13

The Academy recognises the effects of bullying and aims to provide a safe environment where bullying is not tolerated. It has programmes to prevent bullying and procedures to deal with incidents and support victims.

ANTI-BULLYING POLICY OBJECTIVES

The objectives of the policy are:

1. To provide guidelines for parents/carers, students and staff for dealing with bullying.
2. To outline clear procedures for reporting bullying incidents.
3. To outline the sanctions which will be used against students found bullying.
4. To outline the preventative measures the Academy undertakes in the pastoral and academic curriculum to prevent bullying.
5. To outline the strategies used to support students who have been bullied.
6. To continually review the Academy's practices and procedures with regard to bullying.

ORGANISATION OF THE POLICY

The policy consists of the full version and three separate documents written specifically for students, parents/carers and staff.

The Governing Body receive a termly report which identifies the number and nature of incidents and the success rate at resolving the bullying situation.

DEFINITION

Bullying is: - A wilful, conscious desire to hurt, threaten or frighten someone.

Bullying is:

- * Persistent
- * Intimidating, fearful, stressful
- * Pre-meditated
- * Intentional
- * Not only physical, it may be psychological

It includes:

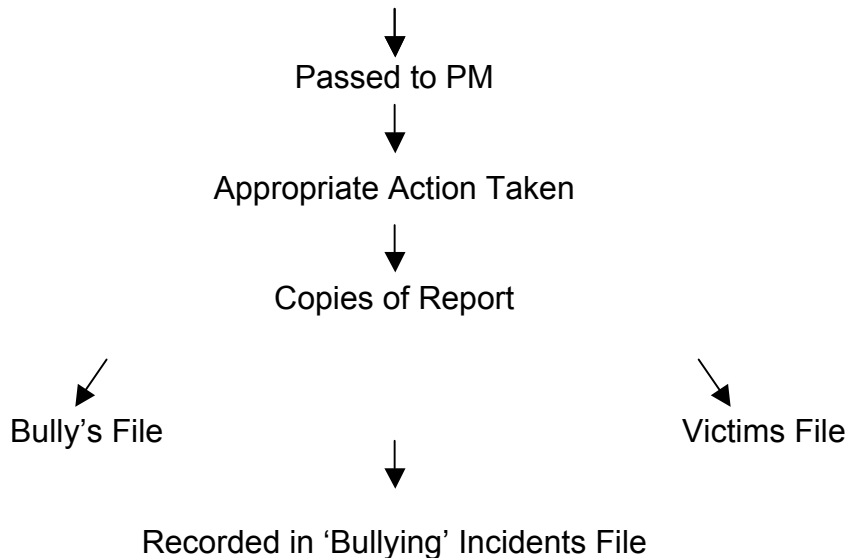
- * Name calling
- * Physical violence
- * Demands for money or possessions
- * Hiding possessions
- * Applying pressure to make an individual do something they do not want to do

- * Threatening behaviour
- * Spreading rumours
- * Deliberately ostracising
- * Teasing and tormenting about race, gender, class, personal appearance, Academy performance, disabilities
- * Distributing notes, writing graffiti
- * Harassment.

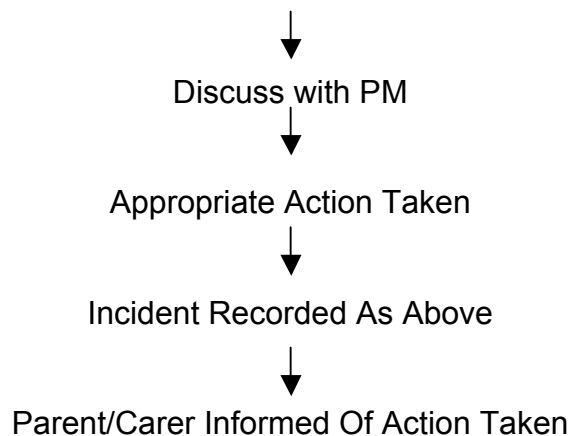
PROCEDURES FOR REPORTING BULLYING INCIDENTS

A) The adult who witnesses or is told of an incident:

Completes a green Bullying Report Form: or Pink Referral Forms (kept with referral slips See Appendix)



B) If a parent/carer reports an incident to a Guardian/Subject Teacher etc



SANCTIONS

Each case of bullying will be examined and the severity of the bullying taken into account when deciding upon the most appropriate sanction(s).

Parents/Carers of bullies will be informed of each incident at the discretion of Form Tutor/Pastoral Manager/Senior Management Team and may be requested to attend meetings at the Academy.

All the following sanctions are available:-

- Verbal apology and assurance that bullying will not continue. This is to be made in front of Guardian/Pastoral Manager;
- Written apology as above;
- Allocation of place in classroom by Teacher;
- Placement on report;
- Withdrawal from social areas at break and lunchtimes;
- Withdrawal from extra-curricular activities;
- Pastoral Manager detention;
- Saturday detention;
- Internal exclusion;
- Fixed term exclusion;
- Permanent exclusion.

PREVENTATIVE MEASURES

The Academy aims to prevent bullying through improving the Academy environment and raising the issue of bullying in Pastoral Curriculum.

A) The Environment

1. Staff who are on duty at break and lunchtime patrol the bullying 'hot spots' e.g. 'hidden' areas of the playground, toilets.
2. There are designated 'quiet' areas in the playgrounds for students who do not wish to join in games of football, basketball, chase, etc. In both playgrounds there are outdoor table tennis areas and seating areas.
3. Various clubs and activities take place before, after school and at lunchtimes. The libraries are open every break and lunchtime. Vulnerable students therefore have a place to go where there is adult supervision.

B) The Pastoral Curriculum

Bullying is dealt with either directly or indirectly as follows:

Year 7

- Bullying Questionnaire;
- PHSE Unit: Bullying;
- Year Assemblies Topic.

Year 8

- Visit to XXX in the Summer Term to facilitate transfer in Year 9.

Year 9

- Bullying Questionnaire;
- PHSE Units: Bullying (in a new environment)
 Conflict
 Harassment.
- Welcome Booklet prepared by Year 9 for Year 8.

SUPPORT FOR VICTIMS

There are various ways in which the Academy can support the victims of bullying. These include:-

- Giving reassurance;
- Making the bully apologise to the victim;
- Encouraging other students to become 'buddies' of the victim;
- Providing the victim with strategies to overcome bullying (See Appendix);
- Providing counselling.

MONITORING PROCEDURES

The policy will be reviewed annually by the Principal who will:-

- Monitor the number of bullying incidents recorded in the Bullying Record Book;
- Ensure that the PHSE units are updated.

APPENDIX

Bullying Incident Report Form

Letter to Parents/Carers

Year 7 PHSE Programme

Year 9 PHSE Programme

Working with Students Involved in Bullying Situations

Student Document

Parent/Carer Document

Staff Document

BULLYING INCIDENT REPORT FORM

Date: _____ **Time:** _____

Location: _____

Bully: _____

Victim: _____

Witness(es): _____

Description of Incident:

Action Taken:

Signed: _____ **Date:** _____

Please pass immediately to relevant PM.



St Mary
Magdalene
Academy

Date

Name

Address

Address

Address

Address

Dear (XXX)

Thank you for bringing to the schools attention your recent concerns about (XXX) being bullied.

The matter has been dealt with in the following way:

Please do not hesitate to contact us again should you feel the need.

Yours sincerely

Paul Hollingum
Principal

YEAR 7 PSHE

TOPIC: Bullying

AIMS: 1) To raise awareness about the issue of bullying.
2) To promote the idea that it is alright to tell.

SCHEME OF WORK

Week One

What is bullying behaviour?

Week Two

Have you been bullied?

Week Three

Poems and writings about bullying?

Week Four

How to avoid being bullied and what to do if you are being bullied.

Week Five

'The Bully'

Week Six

What can we do to stop bullying?

YEAR 8 PHSE

Bullying Unit	- Assertiveness - Body Language - Image and Perception
Conflict Unit	- Causes of Conflict - Understanding Conflict - Managing Conflict
Harassment Unit	- Sexual - Racial - Overcoming Harassment

WORKING WITH STUDENTS INVOLVED IN BULLYING SITUATIONS

STRATEGIES FOR STAFF

Below are various strategies and procedures that staff could employ when dealing with incidents of bullying. In all cases staff must follow the procedures for recording incidents.

A) Supporting the Victims of Bullying

Reassuring the Victim

Reassure the victim that:

- i. Generally, once an incident has been reported and the bully confronted, bullying ceases.
- ii. Each case of bullying is noted on the bully's file and all incidents collated.
- iii. They must report subsequent incidences.
- iv. Any re-occurrence of the bullying will be dealt with immediately.

Enlisting the Help of Other Students

Other students can be asked to help the victim by accompanying them to and from Academy, being with them at break and lunchtimes, etc.

Dealing with Bullying Situations

According to the circumstances victims should be encouraged to: -

- Leave a bullying situation
- Not respond to name calling
- Enlist the support of bystanders
- Resist manipulation and threats by saying 'No'
- Ensure they are not alone at vulnerable times e.g. break, lunchtimes, or that they go to a supervised area/activity
- Try to remain calm in stressful situations
- Escape safely from physical restraint.

B) Dealing with Bullies

The methods staff employ when dealing with incidents of bullying will depend on the severity of each individual case. Following are two methods that might be employed whilst trying to investigate incidents or if the incidents are relatively minor.

Once it has been established that bullying has taken place, however minor, the bully must be told that the incident will be recorded and placed on their file.

The Method of Shared Concern

The aim of this method is to establish ground rules which will enable students to co-exist within the same Academy. It may be a useful method if there has been a certain amount of provocation on the part of the victim.

The student(s) doing the bullying are seen first. The situation is not confrontational, the premise is that there is a problem - it has been witnessed and the bullied student is unhappy and has experienced bullying. Discussion leads to mutual agreement that the bully will help improve the situation in some way e.g. stick up for or be friendly to the student in some way.

The victim is seen. The aim is for support to be offered to the victim. In the case where the victim perhaps contributes to the situation by their provocative behaviour, help can be given to enable them to understand that their behaviour too should change.

A week later there are follow-up talks to check on progress. A final meeting is held with all parties present to agree what determines reasonable behaviour and to determine long term strategies for maintaining co-operative behaviour.

The No Blame Approach

This is similar to the Shared Concern Approach, but the victim is seen first. Their distress is then related to the bully, colluders and bystanders as a group. Solutions to solve the problem are asked for and the follow up is as for the Shared Concern Method.

STUDENT DOCUMENT

Bullying is: A wilful, conscious desire to hurt, threaten or frighten someone.

If you are being bullied what should you do?

- Tell an adult
- Tell your Guardian
 - Tell your Pastoral Manager
 - Tell any Teacher
 - Tell a Parent/Carer
 - Tell any Member of Staff
 - Use the Concerns Box.

If you see somebody being bullied what should you do?

- 1) Avoid joining in with the bullying.
- 2) Avoid laughing or showing signs that you approve of what the bully/bullies are doing.
- 3) Do **not** carry tales.
- 4) Encourage the victim to seek support from an adult.
- 5) **Tell** a Teacher or any other member of staff.

The Academy promises to:-

- 1) Investigate all reported cases of bullying.
- 2) Record all cases of proven bullying.

What will happen to the bully?

- 1) A record of the bullying incident will be kept in the bullies file.
- 2) A variety of sanctions may be used, including withdrawal from social areas at break and lunchtimes, detentions, fixed term exclusion and permanent exclusions.

Change History

Date	What Changed	Committee Date Approved
Derivation		