



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

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## **ANTI-BULLYING POLICY**

### **1 Anti-Bullying Policy**

#### **1.1 Introduction**

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.

#### **1.2 Anti-bullying policy objectives**

1.2.1 The objectives of the policy are:

- to provide guidelines for parents/carers, pupils and staff for dealing with bullying;
- to outline clear procedures for reporting bullying incidents;
- to outline the sanctions which will be used against pupils found bullying;
- to outline the preventative measures the Academy undertakes in the pastoral and academic curriculum to prevent bullying;
- to outline the strategies used to support pupils who have been bullied;
- To make sure that the Academy's anti-bullying practice promotes equality and celebrates difference; and
- to continually review the Academy's practices and procedures with regard to bullying.

#### **1.3 Organisation of the policy**

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

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

## 1.4 Definition

1.4.1 **Bullying is** a wilful, conscious desire to hurt, threaten or frighten someone.

### 1.4.2 **Bullying is**

- Persistent,
- Intimidating, fearful, stressful,
- Intentional,
- Not only physical, it may be psychological.

1.4.3 Bullying can take many forms and includes (but is not limited to):

- 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; and/or
- cyber-bullying via e-mails, text messages and social media sites.

## 1.5 HOW OTHER PUPILS CAN BECOME DRAWN INTO BULLYING BEHAVIOUR

- 1.5.1 Pupils can be drawn into supporting bullying – sometimes unwittingly – by taking particular roles in the event of bullying. Pupils can be drawn in to act in the following capacities:
- Assistants to the bully(ies) who support and take part in the bullying behaviour to a degree
  - Reinforcers who provide encouragement or an audience to the bully(ies) by laughing or encouraging unkind behaviour
  - Outsiders who seek to distance themselves from the bullying but do nothing to report the behaviour or make the situation any better for the victim
- 1.5.2 Pupils are proactively taught about these roles as part of the Guardian Curriculum and preventative work during Anti-Bullying Week.
- 1.5.3 Pupils are taught that it is unacceptable to encourage bullying by taking any sort of unhelpful role in incidents that occur. Pupils can be sanctioned for encouraging bullying in any way.

## 1.6 SIGNS THAT A PUPIL MAY BE BEING BULLIED

- 1.6.1 Staff and pupils are encouraged to look out for signs that someone may be being bullied but hasn't yet had the courage to come forward for support. Signs can include:
- Seeming withdrawn from peer group
  - Poor school attendance
  - Sudden drop in academic performance
  - Frequent attempts to avoid certain lessons or situations
  - Aggression or "acting out" at home, particularly when this is uncharacteristic
  - "Losing" money or possessions without an adequate explanation

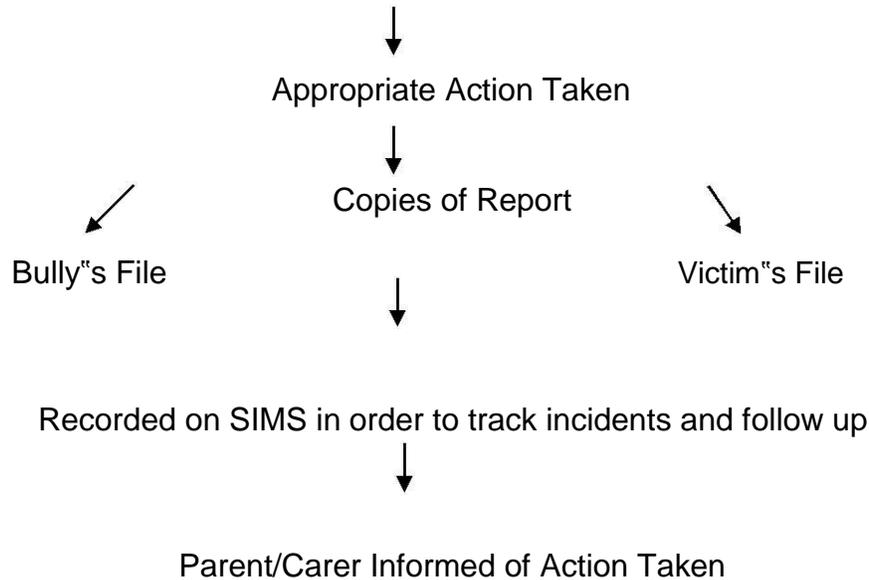
## 1.7 Procedures for reporting bullying incidents

Pupils who are victims of bullying or have witnessed bullying behaviour are encouraged to inform a member of staff, regardless of whether the incident

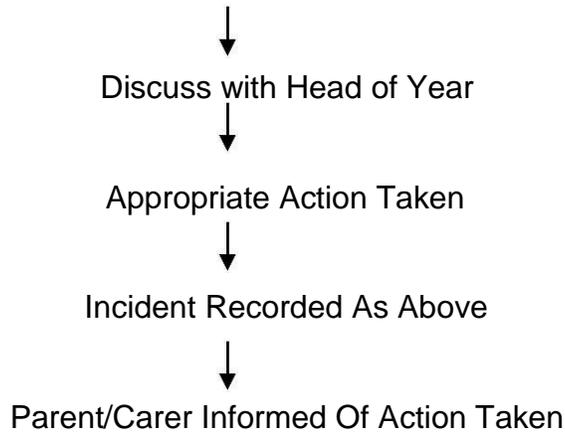
takes place in or out of school. Any incidents reported will be acted upon as follows:

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

Completes a written statement which is passed to the Pupil's Head of Year.



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



**1.8 Sanctions**

1.8.1 Each case of bullying will be examined and the severity of the bullying taken into account when deciding upon the most appropriate sanction(s). Disciplinary measures will be applied fairly, consistently and reasonably, taking into account any special educational needs or disability that the bully may have

1.8.2 Parents/Carers of bullies will be informed of each incident at the discretion of the Head of Year and may be requested to attend meetings at the Academy.

1.8.3 All the following sanctions are available:

- Verbal apology and assurance that bullying will not continue. This is to be made in front of the Head of Year;
- Written apology as above;
- Allocation of place in classroom by teacher or change of class;
- Placement on report;
- Withdrawal from social areas at break and lunchtimes;
- Withdrawal from extra-curricular activities;
- Head of Year detention;
- Saturday detention;
- Referral to St David"s Centre ;
- Internal exclusion;
- Fixed term exclusion;
- Permanent exclusion.

1.8.4 If the Academy feels that an offence may have been committed, they will seek assistance from the police.

1.8.5 The Academy will consider the motivations of bullying behaviour and whether there are any concerns for the safety of the bully. Where this is the case, the pupil engaging in bullying may need support themselves.

## 1.9 Preventative measures

1.9.1 The Academy aims to prevent bullying through improving the Academy environment and raising the issue of bullying in the Guardian Curriculum (see below).

- 1.9.2 Pupils are required to read the Academy's Anti-Bullying Expectations and sign an Anti-Bullying Pledge in their planner at the start of every academic year (see Appendix 1). The Pledge encourages positive, respectful and safe behaviour among pupils and reminds them regularly of the Academy's stance on bullying and the anti-bullying procedures in place.
- 1.9.3 The Director of Learning: Pastoral will check if there are any potential bullying issues by asking all staff if they have any concern on a regular basis.

### **The Environment**

- 1.9.4 Staff members who are on duty at break and lunchtime patrol the bullying 'hot spots' e.g. more „hidden“ areas of the playground, toilets.
- 1.9.5 The Anti-Bullying Display Board on the 1<sup>st</sup> floor of the Academy provides advice to pupils and showcases their anti-bullying work.
- 1.9.6 Various clubs and activities take place before, after school and at lunchtimes. The libraries are open every break and lunchtime. Vulnerable pupils therefore have a place to go where there is adult supervision.

### **The Guardian Curriculum**

The Academy seeks to provide a safe and positive learning environment by promoting equal opportunities, positive behaviour and tackling negative messages of fear, hatred and ignorance. Pupils are given the opportunity to discuss differences and biases (such as religion, ethnicity, disability, gender and sexuality) that could motivate bullying behaviour and understand the effect bullying can have on others and the school community. Please read the Academy's Equal Opportunities policy for further details. Pupils are expected to treat staff and fellow pupils with respect and behave in accordance with the Academy's behaviour policies.

In addition, pupils are explicitly taught about the unacceptable nature of bullying and how to get appropriate support at the beginning of each academic year in a Family Time session with their Guardian.

### **1.10 Support for victims**

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

- Facilitating a restorative meeting between bully and victim if appropriate;
- Encouraging other pupils to become 'buddies' of the victim;
- Providing the victim with strategies to overcome bullying (See Appendix);
- Providing counselling.

#### **1.11 Dealing with issues that take place outside of Academy hours or term time**

- 1.11.1 The Academy does have statutory powers to investigate incidents that take place outside of Academy hours or term time and can apply the sanctions explained elsewhere in this policy.
- 1.11.2 The Academy may require further evidence before being able to act upon concerns of this type. The Academy advises parents to report concerns to the Police when necessary and will itself refer concerns to our Safer Schools Police Officer for advice and support.

#### **1.12 Safeguarding and Child Protection**

- 1.12.1 A bullying incident should be addressed as a child protection and safeguarding matter where there is reasonable cause to suspect that a pupil (either the bully or the victim) is suffering, or is likely to suffer, significant harm. Where this is the case, staff at the Academy will follow its Safeguarding and Child Protection policy and report any concerns to the local authority children's social care.

#### **1.13 SUPPORT TO IMPROVE THE BEHAVIOUR OF BULLIES**

- 1.13.1 The Academy will act to support the rehabilitation of pupils who have bullied others and understands that pupils who have bullied often have issues around their own self-esteem. Interventions of this type may include:
- Support from a trained mentor
  - Monitoring and support via an Individual Behaviour Plan or Pastoral Support Plan
  - Referral to CAMHS or other outside agencies who work to support young people

## 1.14 Monitoring procedures

1.14.1 The policy will be reviewed annually by the Headteacher who will:

- Monitor the number of bullying incidents recorded on SIMS;
- Ensure that the Guardian Curriculum covers the relevant content.

## 1.15 Other policies

1.15.1 The following policies should also be read in conjunction with the Anti - Bullying policy:

- Behaviour policy;

### **Equal Opportunities policy.**

#### **USING MONITORING INFORMATION TO IMPROVE ANTI-BULLYING PRACTICE**

The SIMS generated Anti-Bullying log will be scrutinised throughout the academic year by the Behaviour Manager and Director of Learning: Pastoral. If any trends or concerns are identified, these will be addressed via the Guardian Curriculum and year group assemblies as necessary.

## Appendix 1 to the Anti-Bullying Policy

### Saint Mary Magdalene Academy Anti-Bullying Expectations

At Saint Mary Magdalene Academy we want every pupil to fulfil their God-given potential in a safe culture without fear of bullying or harassment.

Being harassed means being on the receiving end of behaviour that is unwanted. Its purpose is to embarrass or taunt someone.

Any form of bullying or harassment is **WRONG** and will not be allowed to continue.

Types of harassment include:

Physical	Fighting, pushing, shoving, gestures or invasion of personal space.
Verbal	Name-calling and offensive language, including comments about race, colour or sexuality, derogatory use of negative language to convey lesser status of objects such as “those trainers are gay”, rumour spreading.
Visual	Spreading offensive notes, graffiti or other material, damage to possessions.
Victimisation	Making others the butt of “jokes”, threats to “get” people or members of their family and friends, demanding money, groups seeking to dominate less powerful individuals or groups.
Sexual	Touching or brushing against individuals in a sexual manner, sexually orientated “jokes”, drawings and literature, commenting on size and shape of an individual's body, making comments about an individual's morals, invitations of a sexual nature that are unwanted, asking inappropriate questions about an individual's private life.
Cyber-bullying	Using online and telecommunications technology to engage in any of the behaviours listed above.

There are many other types of harassment but **REMEMBER**:

This type of behaviour becomes harassment when you have made it known that it is unwelcome or unwanted and it does not stop immediately.

Action will always be taken by Academy staff where pupils make complaints of bullying. Sanctions for severe or repeated behaviour can include **exclusion**.

## **The Saint Mary Magdalene Academy Anti-Bullying Pledge**

I understand that bullying is WRONG in any situation.

I have read and understood the information above about types of bullying behaviour that will not be accepted at the Academy.

I know that there is support for pupils who experience bullying at the Academy and pledge to work with Academy staff where necessary and not take matters into my own hands.

I understand and accept that there are consequences in place at the Academy regarding bullying.

I will do my best to do what's right when I experience or become aware of bullying at the Academy, in accordance with the Academy's Christian ethos.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## **Appendix 2 to the Anti-Bullying Policy**

This appendix includes the following documents:

1. Bullying Incident Report Form;
2. Letter to Parents/Carers;
3. Working with Pupils Involved in Bullying Situations;
4. Pupil Document;
5. Staff Document.

**BULLYING INCIDENT REPORT FORM**

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Bully:** \_\_\_\_\_

**Victim:** \_\_\_\_\_

**Witness(es):** \_\_\_\_\_

**Description of Incident:**

Empty box for describing the incident.

**Action Taken:**

Empty box for describing actions taken.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_



St Mary  
Magdalene  
Academy

*Date*

*Name*

*Address*

*Address*

*Address*

*Address*

Dear (XXX)

Thank you for bringing to the school's 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

Head of Year

## **WORKING WITH PUPILS 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:

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

##### **Enlisting the Help of Other Pupils**

As part of the Guardian Curriculum (see above), pupils are taught to support others who are experiencing bullying behaviour. Pupils may help the victim by accompanying them to and from the 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.

## **PUPIL 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 Head of Year
- Tell any Teacher
- Tell a Parent/Carer
- Tell any Member of Staff
- Use the Reporting Page on the Academy website.

### **If you see somebody being bullied what should you do?**

- Avoid joining in with the bullying.
- Avoid laughing or showing signs that you approve of what the bully/bullies are doing.
- Do not spread rumours or “stir”..
- Encourage the victim to seek support from an adult.
- Tell a teacher or any other member of staff.

#### **The Academy promises to:**

- Investigate all reported cases of bullying.
- Record all cases of proven bullying.

### **What will happen to the bully?**

- A record of the bullying incident will be kept in the bully’s file.

- A variety of sanctions may be used, including withdrawal from social areas at break and lunchtimes, detentions, fixed term exclusion and permanent exclusions.