



St Mary
Magdalene
Academy

THE COURTYARD

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

ANTI-BULLYING 2016-2017 - POLICY STATEMENT

**ST MARY MAGDALENE ACADEMY
THE COURTYARD**

Approval Committee:	Full Governing Body
Author:	Head of The Courtyard
Last reviewed:	14th March 2017
Next review date:	Spring 2018 (annually)
Required to publish on website?	Yes
Statutory?	Yes

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 Courtyard undertakes in the academic curriculum to prevent bullying.
5. To outline the strategies used to support students who have been bullied.
6. To continually review The Courtyard'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 receives 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:

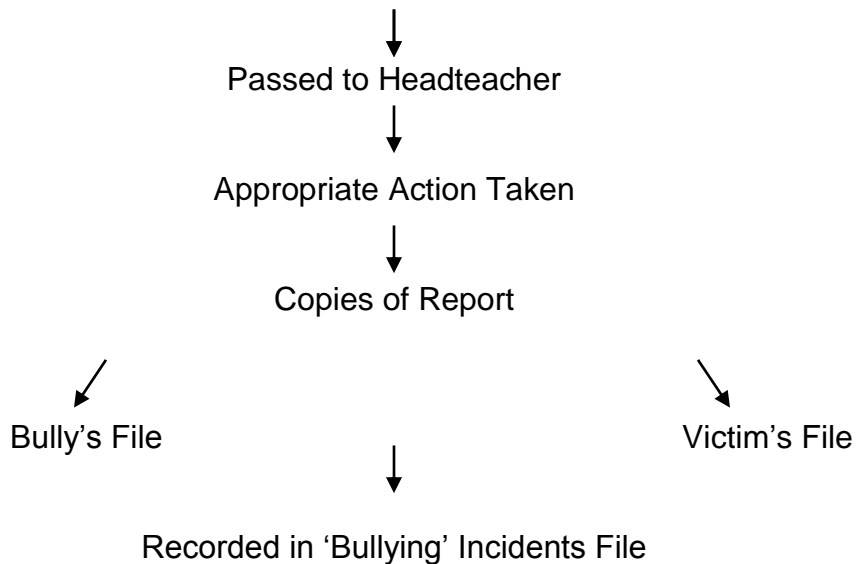
- * Name calling
- * Physical violence
- * Demands for money or possessions
- * Hiding possessions
- * Applying pressure to make an individual do something they do not want to do

- * Threatening behaviour
- * Spreading rumours
- * Deliberately ostracising
- * Teasing and tormenting about race, gender, class, personal appearance, disabilities, Courtyard Performance
- * Distributing notes, writing graffiti
- * Harassment
- * cyber-bullying via emails, text messages and social media sites.

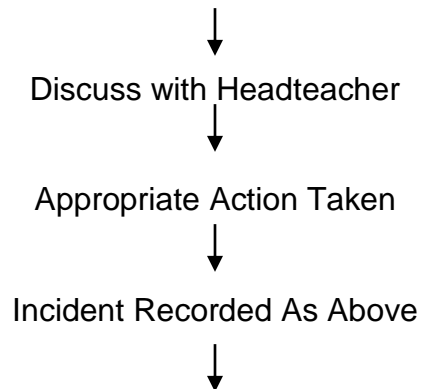
PROCEDURES FOR REPORTING BULLYING INCIDENTS

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

Completes a Bullying Report Form (kept with referral slips - See Appendix)



B) If a parent/carer reports an incident to a member of staff:



Parent/Carer Informed Of Action Taken

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 Senior Leadership Team and may be requested to attend meetings at The Courtyard.

All the following sanctions are available:-

- Verbal apology and assurance that bullying will not continue. This is to be made in front of Headteacher/Deputy;
- 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;
- Internal exclusion;
- Fixed term exclusion;
- Permanent exclusion.

PREVENTATIVE MEASURES

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

The Environment

1. Staff who are on duty at break and lunchtime should be vigilant and patrol areas of the Courtyard/SMMA school.
2. There are designated 'quiet' areas in the school for students who do not wish to join in social games.
3. Various clubs and activities take place before, after school and at lunchtimes. The libraries at SMMA are open every break and lunchtime. Vulnerable students therefore have a place to go where there is adult supervision.

SUPPORT FOR VICTIMS

There are various ways in which the Courtyard 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 Headteacher who will:-

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

APPENDIX

The Courtyard Anti-Bullying Expectations

At the Courtyard we want every pupil to fulfil their 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 Courtyard 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 _____

Bullying Incident Report Form

Letter to Parents/Carers

Working with Students Involved in Bullying Situations

Student Document

BULLYING INCIDENT REPORT FORM

Date: _____ **Time:** _____

Location: _____

Bully: _____

Victim: _____

Witness(es): _____

Description of Incident:

Action Taken:

Signed: _____ **Date:** _____

Please pass immediately to Headteacher.



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

Deborah Shepherd
Headteacher
The Courtyard
07940551400

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 The Courtyard, 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 school. 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 Tutor
 - Tell any Teacher
 - Tell a Parent/Carer
 - Tell any Member of Staff/Headteacher
 - 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 Courtyard 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 bully's 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.