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Anti-Bullying Policy



Q3 Academy Tipton | Anti-Bullying Policy

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Affirmation

We are committed to providing a caring, friendly and safe environment for all members of our Academy community. This includes students, staff, parents, carers, visitors and those in our community. Every student has the right to learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at Q3 Academy Tipton.

This policy was drawn up in consultation with:

- Guidance from the Anti Bullying Quality Mark;
- The students and staff at Academy;
- Parents/carers and governors.

Aims

To regularly and clearly advertise the Academy policy on:

- What bullying is and is not;
- The different types of bullying;
- The prevention of bullying;
- How to report incidents of bullying;
- Sanctions;
- How the academy responds to incidents of bullying;
- How the academy supports the victims of bullying;
- How the academy supports bullies;
- The recording of incidents of bullying;

To take steps to ensure:

- All governors, teaching and non-teaching staff, students and parents have an understanding of what bullying is;
- All governors and teaching and non-teaching staff know what the academy policy is on bullying, and follow it when bullying is reported;
- All students and parents know what the Academy policy is on bullying, and what they should do if bullying arises;
- Students and parents are assured that they will be supported when bullying is reported;
- Data on incidents of bullying show a decrease over time.

To ensure vulnerable groups are specifically cared for and considered as part of this policy. This includes:

- Learners with Special Educational Needs /Learning Difficulties and Disabilities;
- Looked after children in education – LAC;
- Children and young people living in poverty;
- Excluded students, and those at risk of exclusion;
- Students with behaviour and attendance issues;
- Gypsy, Roma and Traveller students;
- Asylum seekers, refugees and new migrants;
- Those belonging to Black and Minority Ethnic groups;
- Young carers;
- Young offenders;
- Young people with mental health issues and medical needs;
- Young people not in Education, Employment or Training (NEET);

- Teenage parents.

The Academy's Anti-Bullying Policy is developed in conjunction with staff responsible for whole Academy safeguarding, SEND and staff training policies. There are co-ordinated links between these areas.

What Is Bullying?

Bullying is behaviour by an individual or group over a period of time that intentionally hurts another person. Bullying results in pain and distress to the victim. Bullying can be:

- **Verbal** - name-calling, sarcasm, spreading rumours, teasing;
- **Physical** - pushing, kicking, hitting, punching or any use of violence;
- **Emotional** - being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures);
- **Racist** - racial taunts, graffiti, gestures, name calling;
- **Sexual / Sexist** - unwanted physical contact or sexually abusive comments;
- **Homophobic / transgender** - because of, or focussing on the issue of sexuality or identity;
- **Damage to property or theft** – personal items being damaged or taken;
- **Cyber Bullying** – comments made by text or other forms of social media;
- **Aimed at vulnerable groups** – comments made to students classed as Academy vulnerable – e.g. physical/ social disability, personality types.

Cyberbullying

Cyberbullying is bullying carried out through electronic communication e.g. the internet, email or social networks. It includes the use of mobile phone technology including text messaging as well as calls. It also includes misuse of associated technology e.g. camera and video technology. The Head of School has powers in such cases whenever cyber bullying occurs.

Jurisdiction - The Head of School has, according to the law and DfE guidance, the authority to act on behaviour including bullying that happens off the Academy site which “could have repercussions for the orderly running of the Academy or could adversely affect the reputation of the Academy.” This includes cyber bullying.

Prevention

The Academy is committed to removing incidents of bullying from the Academy and will:

- Regularly (termly) raise awareness of the systems for reporting bullying: online through the Academy website, through Student Voice boxes around the Academy and through staff;
- Ensure potential bullies and victims are aware that support, help and action will follow any incidents of reported bullying;
- Regularly remind students that all incidents of bullying should be reported directly or indirectly to an adult they feel comfortable with approaching;
- Have an annual Anti-Bullying week to promote the Academy policy (national Anti-Bully Week is usually every November);
 - Register for, and work towards achieving, the National Anti-Bullying Quality Mark award (<http://www.abqm-uk.com>) ;
- Embed anti-bullying messages into the PSHCE curriculum, assemblies and other relevant subject areas;
- If appropriate, showcase drama groups to deliver anti-bullying messages in Academy;
- Use the Academy council to communicate issues relating to bullying and to recruit Sixth Form, JETs and Year 11 peer mentors to help address incidents of bullying;

- Ensure break and lunchtimes are adequately supervised with clear rotas and responsibilities to ensure bullying incidents can be prevented – all duty staff to know what these responsibilities are;
- Anti-bullying lead (currently Carol Grainger) and SLT link (currently Nick Hamilton) to host regular meetings with student, staff and Academy sponsor representatives to discuss and revise anti-bullying policies;
- Ensure the Academy environment is maintained and improved as a preventative measure;
- Ensure all staff have had training on the anti-bullying policy and other issues – T&L Assistant Headteacher (currently Siobhan Clegg) to ensure it is part of the Professional Learning calendar;
- Promote the anti-bullying policy through display boards across the Academy. These will also show how to report bullying across the Academy;
- Ensure that parents receive a copy of the Anti-Bullying Policy and that it is available on the Academy website;
- Incidents will be investigated and recorded by staff on *My Concern* (the Academy's internal safeguarding reporting database);
- Ensure that staff, students and parents have clear strategies for reporting bullying concerns;
- Regularly inform staff of changes to the Anti-Bullying Policy and keep staff updated on any developments.

Reporting

Students will be aware that they have a right to report incidents of bullying and staff will be prepared and expect to be approached by students who wish to report bullying. This will be reinforced regularly.

The Academy will:

- Provide students, staff and parents will a clear system for reporting incidents of bullying. This will include email (ABC@q3tipton.org.uk), phone, face-to-face with staff, phone or through the Student Concern boxes;
- Use *MyConcern* for staff to report bullying concerns;
- The Welfare team will follow up and deal with incidents recorded on *MyConcern* promptly;
- *MyConcern* will be updated with any developments or actions taken by the welfare team;
- The anti-bullying lead will monitor bullying incidents, ensure that they are followed up promptly and refer repeat occurrences to the welfare team so that appropriate actions can be taken;
- Conduct surveys specifically regarding anti-bullying on a termly basis, including during anti-bullying week through the Academy newsletter for staff and parents/carers and during Form Time for students;
- Provide training for staff in reporting bullying incidents and dealing with disclosures by students;
- Guarantee anonymity of requested when reporting and deal with all reports in a discreet manner;
- Written reports will be taken from the victims, perpetrators and any witnesses to guarantee accuracy. This will be kept confidential.
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Parents/carers are strongly advised to report any bullying concerns to the Year Director and/or Year Manager for their child's year group. This will help to guarantee all parties can work together to address the situation.

- In serious cases parents will be informed and may be asked to come in to a meeting to discuss the problem;
- If necessary and appropriate, police will be consulted and/or the Academy's designated officer involved;
- The bullying behaviour or threats of bullying will be investigated and the bullying stopped quickly;
- An attempt will be made to help the bully (bullies) change their behaviour;
- Restorative actions may be used if appropriate.

Bullying can also be a criminal offence or fall within the area of child protection. Staff dealing with bullying need to consider whether the incident should be reported. If they feel this should be the case they should consult the Designated Senior Leader, or DSL (currently Nick Hamilton) .

If bullying does occur, all students should be able to report incidents of bullying to someone and know that incidents will be dealt with promptly and effectively. We are a *TELLING* Academy. This means that *anyone* who knows that bullying is happening is expected to report incidents the staff and knows that they will be free from intimidation both in Academy and in the surrounding community.

Recording

All bullying incidents are recorded. This information is provided to the governing body and the Academy sponsor on a regular basis. This information will be recorded on *MyConcern* and monitored regularly. The following information will be recorded:

- The victim's name;
- The perpetrator's name;
- Their form/class;
- If a student is a 'Looked after Child' (LAC);
- Whether or not they wish to remain anonymous;
- Brief details of the alleged incident;
- Who dealt with the matter;
- What action was taken;
- Whether the victim communicated if they were satisfied with the Academy's response to the incident.

Further actions and outcomes will be recorded by the Welfare team.

Victim Support

The Academy recognises how traumatic being the victim of bullying can be. We are committed to providing each victim with the support they need to continue with their education in an environment free from the fear of bullying. In order to do this the Academy may:

- Offer them an immediate opportunity to talk about the experience;
- Mediate between bullies and victims;
- Provide an anti-bullying safe space in the library at lunchtimes staffed by staff and Sixth Form;
- Provide mentoring by the Sixth Form;
- Inform the victim's parents/carers;
- Discuss with the parents/carers what support they feel their child needs;
- Offer continuing support when they feel they need it;
- Make referrals to external agencies if necessary;
- Arrange for them to be escorted to and from the Academy if appropriate;
- Offer a meeting with the perpetrator of the bullying;
- Refer to an external agency if appropriate;
- Take one of the four disciplinary steps described below to prevent more bullying

Sanctions

It is important for the victim of bullying, the perpetrator, and the Academy community as a whole, that there are clearly defined consequences for any act of bullying. Each case will be dealt with individually, but the sanction process at the Academy is:

- Bully spoken to and strategies listed below in *Support for the Bully* may be implemented.

- Bullies parent/carers invited to Academy to discuss the behaviour. Strategies listed above may be implemented.
- Fixed term exclusion for bully. Parent meeting. (May include governor representation).
- Permanent exclusion / Referral to Fair Access Panel (currently attended by Nick Hamilton).

Support for the Bully

The Academy recognises that bullying can damage the education of the perpetrator as well as the victim. Students that bully will be offered a range of support. This will include one or more of the following:

- Supervised break times;
- A student 'On Report' card to be completed each lesson by staff;
- An individual Behaviour Plan;
- A referral to a mentor;
- A referral to an external agency;
- If the bullying has involved a criminal act, a referral to the police.

Outcomes

- The bully (bullies) may be asked to genuinely apologise (other consequences may take place);
- In serious cases, exclusion may be considered by the Head of School;
- Mediation may be used where appropriate to reconcile the students;
- After the incident / incidents have been investigated and dealt with, each case will be monitored by tutors, the anti-bullying lead and the welfare team to ensure repeated bullying does not take place.

Mobile phones

The Academy adheres to a strict no mobile phones policy in class and around the Academy building. Students are encouraged to leave mobile phones at home, but if there is a need to bring one, they must be switched off and left in bags through the academic day. Cyber bullying of any form will be dealt with accordingly and where appropriate the police or safeguarding will be involved. Staff follow the E-Safety Policy of Q3 Academies Trust and have access to this through the business manager.

Communication

Whenever an allegation about bullying is made by parents, the welfare team and anti-bullying lead for both victim and bully will be informed. In cases of extortion the Academy's community police link officer will be informed.

Signs and Symptoms

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- is frightened of walking to or from Academy;
- doesn't want to go on the Academy or public bus;
- begs to be driven to Academy;
- changes their usual routine ;
- is unwilling to go to Academy (Academy phobic);
- begins to truant;
- becomes withdrawn anxious, or lacking in confidence;

- starts stammering;
- attempts or threatens suicide or runs away;
- cries themselves to sleep at night or has nightmares;
- feels ill in the morning;
- begins to do poorly in Academy work;
- comes home with clothes torn or books damaged;
- has possessions which are damaged or go missing;
- asks for money or starts stealing money (to pay bully);
- has dinner or other monies continually lost;
- has unexplained cuts or bruises;
- comes home starving (money / lunch has been stolen);
- becomes aggressive, disruptive or unreasonable;
- is bullying other children or siblings;
- stops eating;
- is frightened to say what's wrong;
- gives improbable excuses for any of the above;
- is afraid to use the internet or mobile phone
- is nervous & jumpy when a cyber message is received.

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated

Some helpful advice

For students

Remember that your silence is the bully's greatest weapon!

- Generally it is best to tell an adult you trust straight away. You will get immediate support;
- Tell yourself that you do not deserve to be bullied, and that it is WRONG;
- Be proud of who you are. It is good to be an individual;
- Try not to show that you are upset. It is hard but a bully thrives on someone's fear;
- Stay with a group of friends. There is safety in numbers;
- Be assertive – say 'NO' and walk confidently away. Go straight to a teacher or member of staff.

Teachers will take you seriously and will deal with bullies in a way, which will end the bullying and not make things worse for you.

If you know someone is being bullied

Take action! Watching and doing nothing looks as if you are on the side of the bully. It makes the victim feel more unhappy and on their own. Tell an adult immediately. Teachers have ways of dealing with the bully without getting you in trouble. You can anonymously report bullying incidents.

For parents and carers

- Look for unusual behaviour in your children. For example they may suddenly not wish to attend Academy, feel ill regularly, or not complete work to their normal standard;
- Always take an active role in your child's education. Enquire how their day has gone, who they have spent time with, how lunchtime was spent etc.;
- If you feel your child may be a victim of bullying behaviour, inform the Academy IMMEDIATELY. Your complaint will be taken seriously and appropriate action will follow;
- It is important that you advise your child not to fight back. It can make matters worse;
- Tell your child there is nothing wrong with them. It is not their fault they are being bullied;
- Make sure your child is fully aware of our Academy policy concerning bullying and they should not be afraid to ask for help.

Help Organisations

Q3 Academy Tipton's Anti-Bully Committee ABC@g3tipton.org.uk

Advisory Centre for Education (ACE) 0808 800 5793

Children's Legal Centre 0845 345 4345

KIDSCAPE Parents Helpline (Mon-Fri, 10:00am – 4:00pm): 0845 1 205 204

Family Lives: 0808 800 2222

Bullying Online: www.bullying.co.uk

Kidscape: www.kidscape.org.uk

Anti-Bullying Quality Mark: 07590 571120

The Anti Bullying Alliance: www.anti-bullyingalliance.org.uk

Publication/distribution

This policy will be placed on the Academy's website.

Review

Data on incidences of bullying will be monitored and regularly evaluated. A report will be presented to the governing body and the Academy sponsor on a termly basis. The Anti Bullying Policy will be reviewed yearly by the senior leader with responsibility for behaviour and the anti-bullying leader. The results of any review will be presented to the Behaviour Committee.

Appendix 1 : Supplementary Anti-Cyberbullying Guidance

Q3 Academy Tipton recognises that technology plays an important and positive role in everyone's lives, both educationally and socially. It is committed to helping all members of the school community to understand both the benefits and the risks, and to equip children with the knowledge and skills to be able to use technology safely and responsibly. We aim to ensure that:

- We safeguard the pupils in the real and virtual world;
- Pupils, staff and parents/carers are educated to understand what cyberbullying is and what its consequences can be;
- Knowledge, policies and procedures are in place to prevent incidents of cyberbullying in school or within the school community;
- We have effective measures to deal effectively with cases of cyberbullying;
- We monitor the effectiveness of prevention measures.

What is Cyberbullying?

Q3 Academy Tipton define Cyberbullying as: *"Cyberbullying involves the use of information and communication technologies to support deliberate, repeated, and hostile behaviour by an individual or group that is intended to harm others."* Cyberbullying can involve Social Networking Sites, emails and mobile phones used for SMS messages and as cameras. (Reference <http://www.cyberbullying.org>) In addition:

- It can be used to carry out all the different types of bullying; an extension of face-to-face bullying;
- It can also go further in that it can invade home/personal space and can involve a greater number of people;
- It can take place across age groups and school staff and other adults can be targeted;
- It can draw bystanders into being accessories;
- It includes threats and intimidation; harassment or 'cyberstalking'; vilification/defamation; exclusion or peer rejection;
- Impersonation; unauthorised publication of private information or images ('happyslapping'); and manipulation
- It can be an illegal act.

Preventing cyberbullying through understanding and discussion

- Staff will receive training in identifying cyberbullying and understanding their responsibilities in developing e-safety. Q3 Academy Tipton may delegate this training an appropriate member of staff. In this training all staff will be helped to keep up to date with the technologies that children are using.
- The delivery of Personal Social & Health Education (PSHE) through Well-being lessons in KS3 and 4 are an important part of preventative strategy and will discuss keeping personal information safe and appropriate use of the internet.
- It is desirable that the students will be involved in a response to cyberbullying. They will have a voice through the School Council and Student Voice.
- Students will be educated about cyberbullying through a variety of means: assemblies, conferences, Anti-Bullying Week, projects (ICT, PSHE, Drama, English - this list is non exhaustive).
- Students will sign a Safe and Acceptable Use Policy before they are allowed to use school computer equipment and the internet in school and parents/carers will be encouraged to discuss its contents with their children.
- Parents/carers will be provided with information and advice on e-safety and cyberbullying via literature and talks throughout the year.

- Students and staff will be involved in evaluating and improving policies and procedures through student voice, parents evening and Inclusion meetings.

Policies and procedures

- Ensure regular review and update of existing policies to include cyberbullying where appropriate;
- Q3 Academy Tipton will keep good records of all cyberbullying incidents. Staff to log all incidents via *MyConcern*, where these will be picked up by the Anti-Bullying Lead and senior leader for behaviour and inclusion;
- Publicise rules and sanctions effectively;
- The IT department will use filtering, firewall, anti-spyware software, anti-virus software and secure connections to safeguard the students that are in line with the QAT policy on Internet Safety. Though electronic controls alone can never be 100% effective, and students should adhere to the Academy guidelines;
- Promoting the positive use of technology at Q3 Academy Tipton;
- Use training opportunities to help staff develop their practice creatively and support students in safe and responsible use;
- Ensure all staff and children understand the importance of password security and the need to log out of accounts.

Making reporting easier

- Students and parents may contact ABC@q3tipton.org.uk when they are concerned about a bullying issue;
- Ensure staff can recognise non-verbal signs and indications of cyberbullying with regular safeguarding training;
- Publicise and promote the message that asking for help is the right thing to do;
- Publicise to all members of the school community the ways in which cyberbullying can be reported;
- Provide information for all students including reassurances about 'whistleblowing' and the appropriate way of informing appropriate staff or parents about incidents they have witnessed;
- Provide information on external reporting routes e.g. mobile phone company, internet service provider, Childline, Child Exploitation and Online Protection (CEOP) or the National Security Agency (NSA).

Responding to cyber bullying

Most cases of cyberbullying will be dealt with through the school's existing Anti-bullying Policy and this must remain the framework within incidents of bullying are investigated. However, some features of cyberbullying differ from other forms of bullying and may prompt a particular response. The key differences are:

- impact: the scale and scope of cyberbullying can be greater than other forms of bullying;
- targets and perpetrators: the people involved may have a different profile to traditional bullies and their targets;
- location: the 24/7 and anywhere nature of cyberbullying • anonymity: the person being bullied will not always know who is bullying them;
- intent: some students may not be aware that what they are doing is bullying;
- evidence: unlike other forms of bullying, the target of the bullying will have evidence of its occurrence;
- it is possible that a member of staff may be a victim and these responses apply to them too