



SECKFORD FOUNDATION
FREE SCHOOLS TRUST

POLICY
DOCUMENT

Anti-Bullying Policy

Document Owner:	Trust Board
Responsible Trust Committee:	Education Committee
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APPROVED Signature (Trust Board):	DATE ()
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1. Other relevant policies and documents

- Behaviour Policy
- Code of Conduct for Staff
- Complaints Procedure
- Equalities Policy
- Health and Safety Policy
- Managing Violence in Schools Policy

- Preventing and Tackling Bullying Advice for Headteachers, Staff and Governing Bodies – DfE (2011)

2. Explanation of terms used in the policy

'Trust' = Seckford Foundation Free Schools Trust

'Free School(s)' = schools within the Trust

'LAB' = Local Advisory Body

3. Purpose of the policy

This policy outlines the Trust's position in respect of the behaviour of children and young people across all its Free Schools. This policy covers the Trust and all its Free Schools and as such there is no need for each Free School to have its own policy.

4. Policy statement

The Trust Anti-Bullying Policy is a cornerstone of the ethos of the Trust. The Trust ethos is based on the '6Cs to Success' (Co-operation, Commitment, Confidence, Community, Challenge and Celebration). It is expected that the 6Cs form the basis of the behaviour we expect of all staff and students towards each other.

The Trust and its Free Schools operate a zero tolerance approach to bullying, and proactively promotes the fact that we do not tolerate any form of bullying. All students and staff have the right to feel happy, safe and included, as stipulated in the Every Child Matters Framework.

Students and staff have the right to work in an environment without harassment, intimidation or fear.

Our aim is to provide inspirational, happy and comfortable environments, which positively encourage students to want to come and learn. Students are encouraged to inform a responsible adult that they feel comfortable with as soon as they suspect they or anyone else is being bullied. This would normally be a teacher / tutor or the Pastoral Team.

Respect for each other is vital. Everyone has a right to maintain their dignity and their values. Each one of us has to acknowledge, understand and respect every other individual. Bullying is when the actions by one person against another are perceived to cause them harm. Bullying is also persistent and deliberate repetition of actions that are perceived to cause harm.

The actions may be by one or more individuals. Relationships between young people can and do break down from time to time. To minimise the number of times that these differences lead to bullying requires each individual to respect other. By encouraging, modelling and maintaining respect we can avoid teasing, ignoring and name calling thus ensuring everyone is treated fairly.

The aims of the Anti-Bullying Policy are to:

- provide a caring and supportive environment for all children;
- enable all students to develop the personal skills necessary to deal with bullying if they encounter it;
- enable students to recognise actions that may lead to bullying and therefore prevent bullying behaviour;
- encourage students to take appropriate action if they see bullying behaviour;
- promote positive strategies to combat bullying and restore positive relationships.

5. Defining 'bullying'

It is important for all staff and students to be aware of what the school means by 'bullying'. Bullying can take many forms but the four main types are:

- physical: hitting, kicking, taking belongings;
- verbal: name-calling, ie, racist, homophobic, disability-related remarks
- indirect: spreading nasty stories, excluding somebody from social groups;
- virtual (cyber-bullying): threatened, harassed, humiliated, embarrassed or otherwise targeted by another child using the Internet, interactive and digital technologies or mobile phones.

"Bullying" usually, but not exclusively, has three common elements:

- It is deliberately hurtful;
- It is repeated, often over a long period of time;
- It is difficult for those being bullied to defend themselves.

Some forms of bullying are attacks not only on the individual, but also on the group to which he or she may belong. Within the Trust and its Free Schools particular attention will be paid to:

- Racial harassment and racist bullying;
- Sexual bullying;
- The use of homophobic language;
- Bullying of students who have special educational needs or disabilities.

6. Preventative measures

Clearly the best way to deal with bullying is to prevent it occurring. The Trust and its Free Schools will actively seek to prevent bullying by:

- Encouraging considerate behaviour and rewarding such behaviour with praise and rewards;
- Actively engaging students in meaningful activities inside and outside the classroom to avoid boredom;
- Staff providing role models of considerate and non-bullying behaviour;
- Providing a physical environment which is secure, safe and easily supervised;
- Providing space for students to avoid overcrowding. Providing a range of environments during breaks;
- Raising the awareness of bullying and its consequences amongst students and staff;
- Ensure all staff receive current training in the prevention of cyber-bullying;
- Provide training for parents to enable them to monitor and 'spot' cases of cyber bullying at home. The Trust will ensure that there is a CEOP Ambassador in at least one of its Free Schools;
- Making clear to students the consequences of being labelled a 'bully';
- Assemblies with themes of friendship, co-operation and building self-esteem, to encourage these ideals;
- Activities which emphasise co-operation;
- Embedding with the Trust a culture of restorative approaches, used to both prevent occurrences of bullying and restore relationships.

The appropriate action may vary greatly. It will range from counselling from the teacher / tutor to a formal suspension. In all cases of bullying, parents / carers will be involved and counselling will be given to those students involved. The most severe action may be taken against those students involved in bullying. The victims of bullying will receive help and guidance from the staff at the School.

7. Dealing with bullying incidents

Anti-Bullying advice for students: what should you do?

Talk to someone you trust and get them to help you take the right steps to stop the bullying.

If you feel you are being bullied:

- try to stay calm and look as confident as you can;
- be firm and clear – look them in the eye and tell them to stop;
- get away from the situation as quickly as possible;
- tell an adult what has happened straight away;
- tell your family;
- if you are scared to tell an adult on your own, ask a friend to go with you;
- keep on speaking until someone listens and does something to stop the bullying;
- don't blame yourself for what has happened.

When you are talking to an adult about bullying, be clear about:

- what has happened to you;
- how often it has happened;
- who was involved;

- who saw what was happening;
- where it happened;
- what you have done about it already.

If you need to report bullying out of school, or want to talk to someone totally unconnected with school, please contact **Childline** on freephone **0800 1111** or **www.childline.org.uk**

Remember: we can only help you if we know about the problem. Don't stay silent!!

Students who have been bullied will be supported:

- They will be reassured that they do not deserve to be bullied and this is not their fault. We will assure them that it was right to report the incident.
- We will encourage them to talk about how they feel.
- We will try to ascertain the extent of the problem.
- We will engage them in making choices about how the matter may be resolved.
- We will try to ensure that they feel safe.
- We will discuss strategies for being safe and staying safe.
- We will ask them to report immediately any further incidents to us.
- We will affirm that bullying can be stopped and that our school will persist with intervention until it does
- We will interview the student (or students) involved in bullying separately.
- We will listen to their version of events.
- We will talk to anyone else who may have witnessed the bullying.
- We will reinforce the message that bullying is not acceptable, and that we expect bullying to stop.
- We will seek a commitment to this end.
- We will affirm that it is right for students to let us know when they are being bullied.
- We will adopt a joint problem solving approach where this is appropriate; students will be involved to help us find solutions to the problem. This will encourage students involved to take responsibility for the emotional and social needs of others.
- We will consider sanctions under our school's Behaviour Policy.
- We will advise students responsible for bullying that we will be checking to ensure that bullying stops.
- We will ensure that those involved know that we have done so.
- When bullying occurs, we will contact the parents of the students involved at an early stage.
- We will keep records of incidents that we become aware of and how we responded to them. We will follow up after incidents to check that the bullying has not started again. We will do this within two weeks, and again within the following half term. ⁴

Students who have bullied will be helped by:

- discussing what happened and how to resolve the situation;
- a programme to develop positive interpersonal skills;
- discovering why the students became involved;
- establishing the wrong doing and need to change;
- Being offered the opportunity for a restorative conference to share how they have been affected and to restore a positive relationship;
- informing parents or guardians to help change the attitude of the student.

The following disciplinary steps may be taken:

- official warnings to cease offending;
- exclusion from certain areas of school premises;
- removal from lessons;
- minor fixed-term exclusion;
- major fixed-term exclusion;
- permanent exclusion, a decision taken by the Headteacher.

Beating the cyber-bullies: top tips for teaching staff:

- Integrate anti-cyber-bullying work into your existing citizenship, PSHE lessons;
- Place computers where screens are visible and students can be easily supervised;
- Insert CEOPS link onto website, include information regarding link into Tutorial, PSHE lessons and assemblies.
- Encourage students to think about their own cyber safety, for example not sharing passwords, being careful about what personal information they put in the public domain, and not meeting up with people who have contacted them online;
- Encourage students to set privacy settings on social media sites to ensure their information is kept private.
- Explain to students that if they do experience cyber-bullying, they should tell someone about it and keep evidence by saving text messages and e-mails, or taking screen grabs and recording website URLs;
- Ensure cases of cyber bullying are passed to the relevant DSL or ADSL in each school.
- Urge students to take regular breaks from e-communications; to have periods when they are not contactable by phone, e-mail or IM;
- Encourage students to develop a healthy scepticism of the internet. Use examples to show that not everything they read is true and that people may not be who they claim to be;
- Emphasise to students that when accepting 'friends' on social networking and IM sites, quality is more important than quantity;
- Remember that, as with other forms of bullying, both the victim and the bully may need emotional support.

Bullying will be dealt with through the 'Restore and Review' procedures outlined in the Trust Behaviour Policy.

8. Bullying outside of the school premises

Schools are not responsible for bullying that occurs off the premises but we know that bullying can occur outside the school gates and on journeys to and from school. The bullying may be done by students from our own schools, by students from other schools or by people who are not at school at all. Where a student or parent / carer tells us of bullying off the school premises we will:

- Talk to students about how to avoid or handle bullying outside of school;
- Talk to the Headteacher of another school whose students are bullying;
- Talk to the transport company about bullying on buses;
- Talk to the police.

9. Help organisations

Advisory Centre for Education (ACE)	0808 800 5793
Children's Legal Centre	0845 345 4345
Childline	0800 1111 & www.childline.org.uk
KIDSCAPE Parents Helpline (Mon-Fri, 10-4)	0845 1 205 204
Parentline Plus	0808 800 2222
Youth Access	020 8772 9900
Bullying Online	http://www.bullying.co.uk
Beat Bullying	http://www.beatbullying.org/
Thinkuknow (cyberbullying)	http://www.thinkuknow.co.uk/

10. Complaints

Any complaints about this policy from outside the Trust should be made in accordance with the Trust's Complaints Policy. Any other complaints should be brought to the attention of the Headteacher of the relevant Free School in the first instance.

Complaints that are in the public interest and relate to suspected malpractice may be appropriate to raise under the Trust's Whistleblowing Policy.

11. Compliance and performance monitoring

The Trust Board will review this policy every two years and ensure that practice across all schools is in line with this policy. Through any review process the Trust Board will seek the views of our students, staff and wider community, through relevant Trust communication methods to ensure that the policy reflects the ongoing needs of the Trust, schools, staff, students and their communities.

The Trust has identified a range of Assurance Methodologies as tools by which compliance with policies can be tested. Those most relevant to this policy include:

- External Audit
- Internal Audit
- Random testing by line managers