



Prince Albert
COMMUNITY TRUST

Anti-Bullying Policy

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Contents

Statement of Intent	3
PACT Responsibilities	3
Policy Aims.....	3
Definition of Bullying.....	3
Expectations	4
Signs and Symptoms	4
Procedure	4
Outcome	5
Sanctions	5
Preventative Work in School.....	5
Roles and Responsibilities	6
Staff	6
Designated Safeguarding Lead	6
Pupils.....	6
Parents	6
Trustees/Academy Representatives	6
Harassment	6
Review	6

Statement of Intent

We are committed to providing a caring, friendly and safe environment for all our pupils so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our school and will be treated as a child protection issue. If bullying does occur, all pupils should be able to report it and know that incidents will be dealt with promptly and effectively. We are a 'TELLING' school. This means that anyone who knows that bullying is happening is expected to tell the staff.

PACT Responsibilities

- To help individuals celebrate and value their differences and to acknowledge and respect the differences of others.
- To encourage everyone to view themselves as an important part of the school community where their participation is valued, and views appreciated.
- To promote in everyone a positive attitude and high self-esteem.
- To help individuals to understand and accept the consequences of their own actions.
- To promptly respond to all incidents of bullying and harassment and ensure each incident is dealt with fairly and appropriately.
- To help everyone to feel secure in reporting incidents of bullying.
- To ensure everyone works together to effectively safeguard and protect students from harm and abuse.

Policy Aims

- To prevent, de-escalate and/or stop any continuation of harmful behaviour.
- To react to bullying incidents in a reasonable, proportionate and consistent way.
- To safeguard the student who has experienced bullying and to trigger sources of support.
- To apply appropriate sanctions to the student causing the bullying and ensure they learn from the experience.

Definition of Bullying

Bullying is any behaviour, which is deliberately intended to hurt, threaten or frighten another person or group of people. It is repeated and usually unprovoked and can continue for a prolonged period of time. It always reflects an imbalance and abuse of power.

Bullying can be:

- Emotional - being unfriendly, excluding, tormenting (e.g. hiding equipment, threatening gestures)
- Physical - pushing, kicking, hitting, punching or any use of violence
- Racial - racial taunts, graffiti, gestures
- Sexual - unwanted physical contact, sexually inappropriate comments, sharing sexual images
- Verbal - name-calling, sarcasm, spreading rumours, teasing
- Virtual - the use of technology to harm, harass or intimidate a person
- Homophobic - spreading rumours, making inappropriate remarks or threats about an individual's sexuality
- Online – all areas of internet, such as email and internet chat room misuse. Mobile threats by text messaging and calls. Misuse of associated technology, i.e. camera and video facilities, online trolling
- Special Educational Need or Disability – targeting or isolation because of, or focusing on a disability or special educational need
- Home circumstance – targeting individuals who are looked after children or because of a particular home circumstance
- Discrimination – when a child is treated less favourably on the grounds of gender, disability, race, sexual orientation, religious belief, age or any protected characteristic

It may also be bullying when:

- The same person or group always leaves someone out or shuns them
- Someone makes threats of violence against someone else
- Someone damages someone else's kit, clothing or property deliberately
- Someone takes someone else's belongings deliberately
- Someone tries to force someone else to do something they do not want to do
- Someone tries to force another to do something sexual they do not want to do

Although all these actions are serious and staff should always intervene, they may not always be regarded as bullying unless they are part of an on-going pattern of behaviour against the victim.

Bullying may occur to anyone and this policy is inclusive of the bullying of school staff, whether by pupils, parents or other staff.

Expectations

Schools have a responsibility to respond promptly and effectively to issues of bullying.

All Trustees, Academy Representatives, teaching and non-teaching staff, pupils and parents should have an understanding of what bullying is.

All Trustees, Academy Representatives, teaching and non-teaching staff should know what the school policy is on bullying and follow it when bullying is reported.

All pupils and parents should know what the school policy is on bullying and what they should do if bullying arises.

As a School we take bullying very seriously. Pupils and parents should be assured that they will be supported when bullying is reported.

Bullying will not be tolerated!

Signs and Symptoms

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

- is frightened of walking to and from school
- doesn't want to go on the school/public bus
- begs to be driven to school
- changes their usual routine
- is unwilling to go to school (school phobic)
- begins truanting
- becomes withdrawn anxious, or lacking in confidence
- starts stammering
- threatens suicide or runs away
- cries themselves to sleep at night or has nightmares
- feels ill in the morning
- begins to do poorly in schoolwork
- comes home with clothes torn or books damaged
- has possessions go "missing"
- asks for money or starts stealing money
- has unexplained cuts or bruises
- comes home extremely hungry
- 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
- becomes withdrawn
- has unexplained changes in behaviour

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

Procedure

1. Incidents of bullying will be recorded onto CPOMS and an alert slip handed to a Designated Safeguarding Lead. This will be completed within ten minutes and the Designated Safeguarding Lead will follow the school child protection procedures to begin investigations of the incident.
2. All incidents of bullying including bullying outside of the school grounds will be investigated and recorded. Investigations will include interviewing students of all concerned and recording outcomes onto CPOMS.
3. In all cases parents/carers will be informed. Parents may be asked to come in to school for a meeting to discuss the problem.
4. Key staff will be kept informed and asked to monitor the behaviour of the students concerned.

5. If necessary and appropriate, police will be consulted.
6. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly. Support will be provided for the victim or victims of bullying by the Pastoral department. This may include daily monitoring/checks for a period no less than two weeks. A pass for the victim or victims to easily access support from a trusted adult. A follow up meeting with parents to identify if any further support is needed. Each incident of actual or alleged bullying will be unique in its representation and its level of impact on the individuals concerned. Therefore, it is important that the school is given the opportunity to tailor a strategy to address the situation and to support the victim(s) according to the particular incident/s.
7. All incidents of bullying and discrimination must be logged in detail on CPOMS including all actions taken on.
8. Support will be provided for parents of students that are involved with incidents of bullying if required.
9. Students who have bullied will be helped by; discussing what happened, discovering why the pupil became involved and establishing a sense of wrongdoing. Parents/carers will be informed to help change the attitude and behaviour of the students.
10. A date will be set for a review once the bullying incident has been resolved.

Outcome

1. Disciplinary measures will be applied fairly, consistently and reasonably, taking into account any extenuating circumstances. The bully (bullies) will be encouraged and given opportunity to genuinely apologise. Consequences will be enforced dependent on the severity of the incident.
2. In serious cases, suspension will be considered and the Police may be contacted.
3. If possible, the students will be reconciled through mediation with the agreement of the victim or victims and parents.
4. After the incident has been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

Sanctions

The following steps may be taken:

- Official warning to cease offending
- Exclusion from certain areas of the school premises or certain activities
- Detentions
- Reflection
- Referral to external agencies Educational Psychologist, Police Liaison Officer
- Lunchtime suspension
- Internal fixed term suspension
- External suspension or permanent exclusion

Preventative Work in School

- The adoption of the "no blame approach", by focusing on the situation, aims to resolve issues by not blaming an individual
- Teaching through PHSE and collective worship
- Safeguarding assemblies
- Information will be emailed to staff through the Safeguarding Notice Board containing up to date changes in legislation and practise related to Anti Bullying and responsibilities on staff
- In response to events in school, pupils will be given the opportunities to discuss issues relating to bullying
- Improved supervision in potential problem areas
- Peer mentoring and Buddy Schemes

Roles and Responsibilities

Staff

- Always listen to anyone who feels they are a victim of bullying
- Record the incident onto CPOMS
- Inform a DSL within ten minutes using an alert slip
- Incidents brought to your attention must not go unchallenged

Designated Safeguarding Lead

- Check for previous history using CPOMS
- Investigate the incident by speaking to the victim/victims and getting a written statement
- Interviewing other witnesses and collecting statements
- Talking to the bully and bystanders involved and getting written statements
- Informing the parents through a meeting
- Planning ways to improve the situation
- Informing the Pastoral department for follow up support and monitoring
- Following the school's "no blame approach"
- Monitoring the situation over an agreed period of time and liaising closely with the Learning Mentor/Pastoral Leader involved
- Keeping parents updated with any changes and progress

Pupils

- Always tell a member of staff if someone you know is upset or being bullied
- Tell someone if you are being hurt or bullied
- Prefects, School Council members and Peer Mediators:
 - Be available for any student to discuss bullying issues
 - Actively participate in Anti Bullying discussions/lessons
 - Feedback to class council meetings
 - Be proactive in supporting the school to find ways to eradicate incidents of bullying

Peer Mentors

- Support the school with helping peers to talk through problems and difficulties
- Lead mediation sessions to resolve conflict between peers
- Support the school to raise the profile of anti-bullying
- Be proactive and vigilant during break and lunchtimes, responding to disputes as and when they arise

Parents

- If a student is distressed or regularly reports worries or fears over another student's behaviour in school, inform the class teacher, Pastoral team or Head of School as soon as possible. Where appropriate liaise and work closely with the member of staff who is supporting your child
- Sensitively monitor progress and report back continuing concerns of a similar nature
- Attend any related school meetings including reviews following an incident

Trustees/Academy Representatives

The Trust Board or its Academy Committee must investigate any long-term grievance or concern for a family who feel that a bullying issue has not been resolved by staff in school.

Harassment

Harassment and bullying of any form will not be tolerated. All incidents involving behaviour which harms, intimidates, threatens, victimises, offends, degrades, humiliates or undermines another person or persons will be dealt with promptly.

Harassment may be a singular incident or a series of incidents. It may involve direct or indirect inappropriate behaviour towards an individual or group. Incidents involving violence or assault, theft or threats of an abusive nature towards another will be responded to by the Trust Pastoral Lead, Designated Safeguarding Lead, Head of School and where appropriate the Police.

Review

The Trust Board will review this policy biannually, or more regularly in the light of any significant new developments or in response to changes in guidance.