Anti-bullying policy

Katherine Semar Infant and Junior Schools

Key Contact Personnel in School

Nominated Member of Leadership Staff Responsible for the policy: Rob Aiken, Deputy Headteacher

Designated Safeguarding Lead: Julie Puxley, Head Teacher

Named Governor with lead responsibility: Peta Torrance

Date written: January 2018

Date agreed and ratified by Governing Body: June 2023

Date of next review: Summer 2024

This policy will be reviewed at least annually and following any concerns and/or updates to national and local guidance or procedures.

Katherine Semar Anti-Bullying Policy

This policy is based on DfE guidance "Preventing and Tackling Bullying" July 2017 and supporting documents including DFE "Approaches to preventing and tackling bullying Case studies" June 2018. It also takes into account the DfE statutory guidance "Keeping Children Safe in Education" 2022. The school has read Childnet's "Cyberbullying: Understand, Prevent and Respond: Guidance for Schools". It should be read alongside the school's behaviour policy 2022.

Statement of Intent:

Katherine Semar Schools believes that:

- Bullying is undesirable and unacceptable.

- Bullying is a problem to which solutions can be found.

- Seeking help and openness are regarded as signs of strength not weakness.

- All members of our community will be listened to and taken seriously.

- Everyone has the right to enjoy and achieve in an atmosphere that is free from fear.

- All of us have a responsibility to ensure that we do not abuse or bully others.

- Children and young people should talk to an adult if they are worried about bullying and have a right to expect that their concerns will be listened to and treated seriously.

- Children and young people should be involved in decision making about matters that concern them.

- We all have a duty to work together to protect vulnerable individuals from bullying and other forms of abuse.

Policy objectives:

- This policy outlines what Katherine Semar Schools will do to prevent and tackle all forms of bullying.
- The policy has been adopted with the involvement of the whole school community.
- Katherine Semar Schools are committed to developing an anti-bullying culture where the bullying of adults, children or young people is not tolerated in any form.

Katherine Semar Schools have agreed the following objectives:

- Our whole community can evidence ownership of the Katherine Semar Schools anti-bullying policy.

- To maintain and develop effective listening systems for children, young people and staff within Katherine Semar Schools.

- To involve all staff in dealing with incidents of bullying effectively and promptly.

- To equip all staff (e.g. midday supervisors) with the skills and information necessary to deal with incidents of bullying and if necessary referring bullying incidents.

- To communicate with parents and the wider school community effectively on the subject of bullying.

- To acknowledge the key role of every staff member in dealing with incidents of bullying.

- To ensure that all incidents of bullying are recorded and appropriate use is made of the information, where appropriate, sharing it with relevant organisations.

- To promote emotional health and wellbeing across the whole school and for all members of our community to role-model this in all situations.

Aims and Objectives:

- To assist in creating an ethos in which attending Katherine Semar Schools is a positive experience for all members of our community.
- To make it clear that all forms of bullying including verbal, physical and cyber, are unacceptable at Katherine Semar Schools.
- To enable everyone to feel safe whilst at Katherine Semar Schools and encourage children to report incidents of bullying.
- To deal with each incident of bullying as effectively as possible, taking into consideration the needs of all parties and of our community, and, as a result, to reduce the incidents of bullying.
- To support and protect victims of bullying and ensure they are listened to.
- To help and support children displaying bullying behaviour to change their attitudes and understand why it needs to change.
- To liaise with parents and other appropriate members of the school community.
- To ensure all members of our community feel responsible for helping to reduce bullying.

Links to legislation:

There are a number of pieces of legislation which set out measures and actions for schools in response to bullying, as well as criminal and civil law. These may include (but are not limited to):

- The Education and Inspection Act 2006, 2011
- The Equality Act 2010 and The Children Act 1989
- The Education (Independent School Standards) Regulations 2014
- Protection from Harassment Act 1997
- The Malicious Communications Act 1988
- Public Order Act 1986

Responsibilities:

It is the responsibility of:

- The Head Teacher to communicate this policy to the school community, to ensure that disciplinary measures are applied fairly, consistently and reasonably, and that a member of the senior leadership team has been identified to take overall responsibility.
- School Governors to take a lead role in monitoring and reviewing this policy.
- All staff, including governors, senior leadership, teaching and non-teaching staff, to support, uphold and implement this policy accordingly.
- Parents/carers to support their children and work in partnership with the school.
- Pupils to abide by the policy.

Staff have agreed to:
- Prove children with a framework of behaviour including rules which support the whole school behaviour policy.

- Emphasise and behave in a respectful and caring manner to children/young people and colleagues, to set a good tone and help create a positive atmosphere.

- Raise awareness of bullying through activities, stories, role-play, discussion, peer support, school council, PSHE, online safety lessons etc.
- Through the Headteacher, keep the governing body well informed regarding issues concerning behaviour management.
- Provide a key staff member who is responsible for the monitoring of the policy.

Governors have a duty to:

- Be fully informed on matters concerning anti-bullying
- Regularly monitor incident reports and actions taken to be aware of the effectiveness of this policy
- Identify one governor to lead on anti-bullying within school leadership.

Through the development and implementation of this policy, Katherine Semar Schools, trusts that all children, young people, parents/carers and staff will:

- Feel confident that everything is being done to make Katherine Semar Schools a safe and secure environment.
- Know who can be contacted if they have any concerns about bullying
- Feel supported in reporting incidents of bullying
- Be reassured that action regarding bullying will take place

Definition of bullying:

Bullying is "behaviour by an individual or a group, repeated over time that intentionally hurts another individual either physically or emotionally". (DfE "Preventing and Tackling Bullying", July 2017), where the relationship involves an imbalance of power.

Bullying is, therefore:

> Deliberately hurtful
> Repeated, often over a period of time
> Difficult to defend against

Bullying can include:

TYPE OF BULLYING	DEFINITION
Emotional	Being unfriendly, excluding, tormenting
Physical	Hitting, kicking, pushing, taking another's belongings, any use of violence

TYPE OF BULLYING	DEFINITION
Prejudice-based and discriminatory, including: • Racial • Faith-based • Gendered (sexist) • Homophobic/biphobic • Transphobic • Disability-based	Taunts, gestures, graffiti or physical abuse focused on a particular characteristic (e.g. gender, race, sexuality)
Sexual	Explicit sexual remarks, display of sexual material, sexual gestures, unwanted physical attention, comments about sexual reputation or performance, or inappropriate touching
Direct or indirect verbal	Name-calling, sarcasm, spreading rumours, teasing
Cyber-bullying	Bullying that takes place online, such as through social networking sites, messaging apps or gaming sites

Forms of bullying covered by this policy:

• Bullying can happen to anyone. This policy covers all types of bullying including:

- o Bullying related to race, religion, nationality or culture
- o Bullying related to SEND (Special Educational Needs or Disability)
- o Bullying related to intellectual imbalance
- o Bullying related to appearance or physical/mental health conditions
- o Bullying related to sexual orientation (homophobic bullying)
- o Bullying of young carers, children in care or otherwise related to home circumstances
- o Sexist, sexual and transphobic bullying
- o Bullying via technology, known as online or cyberbullying

School Ethos:

Katherine Semar School's community recognises that bullying, especially if left unaddressed, can have a devastating effect on individuals; it can create a barrier to learning and have serious consequences for mental wellbeing. By effectively preventing and tackling bullying, our schools can help to create safe, disciplined environment, where pupils are able to learn and fulfil their potential.

- • Our Community:

    - o Monitors and reviews our anti-bullying policy and practice on a regular basis.
    - o Supports staff to promote positive relationships, to help prevent bullying.
    - o Recognises that some members of our community may be more vulnerable to bullying and its impact than others; being aware of this will help us to develop effective

strategies to prevent bullying from happening and provide appropriate support, if required.
- o Will intervene by identifying and tackling bullying behaviour appropriately and promptly.
- o Ensures our pupils are aware that bullying concerns will be dealt with sensitively and effectively; that everyone should feel safe to learn and abide by the anti-bullying policy.
- o Requires all members of the community to work with the school to uphold the anti-bullying policy.
- o Reports back to parents/carers regarding concerns on bullying, dealing promptly with complaints.
- o Seeks to learn from good anti-bullying practice elsewhere.
- o Utilises support from the Local Authority and other relevant organisations when appropriate.

Responding to Bullying:

Recording

All incidents, either in or out of class, will be recorded by the school on the recording system. A senior member of staff, head teacher, or deputy head, will take responsibility for ensuring that the incident is properly recorded and that the record is updated as necessary throughout an investigation.

Parents of all children/young people involved will be informed of what has happened and how it has been dealt with. All discussions and actions relating to the incident/investigation will be documented and added to the incident log.

Dealing with an Incident

Whenever a bullying incident is discovered the school will go through a number of steps. The exact nature of each step will be adapted to suit the nature and severity of the incident, and the response of those involved. The following steps may be taken when dealing with all incidents of bullying reported to the school:

- o If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who has been approached or witnessed the concern.
- o The school will provide appropriate support for the person being bullied – making sure they are not at risk of immediate harm and will involve them in any decision-making, as appropriate.
- o The Headteacher, designated safeguarding lead or another member of leadership staff will have a formal meeting with all parties involved.
- o The designated safeguarding lead will be informed of all bullying issues where there are safeguarding concerns.
- o The school will inform other staff members, and parents/ carers, where appropriate.
- o Sanctions (as identified within the school behaviour policy) and support for individuals will be implemented, in consultation with all parties concerned.
- o If necessary, other agencies may be consulted or involved, such as: the police (if a criminal offence has been committed) or other local services including early help or children's social care (if a child is felt to be at risk of significant harm).
- o Where the bullying takes place off school site or outside of normal school hours (including cyberbullying) but is affecting the children in the school day, the school will ensure that the concern is fully investigated. Appropriate action will be taken,

including providing support and implementing sanctions in school in accordance with the school's behaviour policy.

- o A clear and precise account of the incident will be recorded by the school in accordance with existing procedures. This will include recording appropriate details regarding decisions and action taken.

Cyberbullying in school

- When responding to cyberbullying concerns, the school will:

  - o Act as soon as an incident has been reported or identified.

  - o Provide appropriate support for the person who has been cyberbullied and work with the person who has carried out the bullying to ensure that it does not happen again.

  - o Encourage the person being bullied to keep any evidence (screenshots) of the bullying activity to assist any investigation.

  - o Take all available steps where possible to identify the person responsible. This may include:

    - looking at use of the school systems;

    - identifying and interviewing possible witnesses;

    - Contacting the service provider and the police, if necessary.

  - o Work with the individuals and online service providers to prevent the incident from spreading and assist in removing offensive or upsetting material from circulation. This may include:

    - Support reports to a service provider to remove content if those involved are unable to be identified or if those involved refuse to or are unable to delete content.

    - Confiscating and searching pupils' electronic devices, such as mobile phones, in accordance with the law and also the school searching and confiscation procedures (as set out in the behaviour policy), which are informed by the DfE guidance 'Searching, screening and confiscation 2022'.

    - Requesting the deletion of locally-held content and content posted online if they contravene school behavioural policies.

  - o Ensure that sanctions are applied to the person responsible for the cyberbullying; the school will take steps to change the attitude and behaviour of the bully, as well as ensuring access to any additional help that they may need.

  - o Inform the police if a criminal offence has been committed.

  - o Provide information to staff and pupils regarding steps they can take to protect themselves online. This may include:

    - advising those targeted not to retaliate or reply;

    - providing advice on blocking or removing people from contact lists;

    - helping those involved to think carefully about what private information they may have in the public domain.

Supporting pupils:

Pupils who have been bullied will be supported by:

- Reassuring the pupil and providing continuous support.

- Offering an immediate opportunity to discuss the experience with their teacher, the designated safeguarding lead, or a member of staff of their choice.

- Being advised to keep a record of the bullying as evidence and discuss how respond to concerns and build resilience as appropriate.

- Working towards restoring self-esteem and confidence.

- Providing ongoing support; this may include: working and speaking with staff, offering learning mentoring, engaging with parents and carers.

- Where necessary, working with the wider community and local/national organisations to provide further or specialist advice and guidance; this could include support through Early Help or Specialist Children's Services, or support through Child and Adolescent Mental Health Services (CAMHS).

Pupils who have perpetrated the bullying will be helped by:

- Discussing what happened, establishing the concern and the need to change.

- Informing parents/carers to help change the attitude and behaviour of the child.

- Providing appropriate education and support regarding their behaviour or actions.

- If online, requesting that content be removed and reporting accounts/content to service provider.

- Sanctioning, in line with school behaviour policy.

- Where necessary, working with the wider community and local/national organisations to provide further or specialist advice and guidance; this may include involvement from the Police or referrals to Early Help, Specialist Children's Services, or Child and Adolescent Mental Health Services (CAMHS) as appropriate.

Supporting Adults:

Katherine Semar Schools take measures to prevent and tackle bullying among pupils; however, it is equally important to recognise that bullying of staff and parents, whether by pupils, parents or other staff members, is unacceptable.

Adults (staff and parents) who have been bullied or affected will be supported by:

- Offering an immediate opportunity to discuss the concern with the designated safeguarding lead, a senior member of staff and/or the Head Teacher.

- Advising them to keep a record of the bullying as evidence and discuss how to respond to concerns and build resilience, as appropriate.

- Where the bullying takes place off school site or outside of normal school hours (including online), the school will still investigate the concern and ensure that appropriate action is taken in accordance with the school's behaviour and discipline policy.

- Reporting offensive or upsetting content and/or accounts to the service provider, where the bullying has occurred online.

- Reassuring and offering appropriate support.

- Working with the wider community and local/national organisations to provide further or specialist advice and guidance.

Adults (staff and parents) who have perpetrated the bullying will be helped by:

- Discussing what happened with a senior member of staff and/or the Head Teacher to establish the concern.

- Establishing whether a legitimate grievance or concern has been raised and signposting to the school's official complaints procedures.

- If online, requesting that content be removed.

- Instigating disciplinary, civil or legal action as appropriate or required.

(Guidance available for school leaders regarding dealing with complaints made on social networking sites by parents/carers: www.kelsi.org.uk/child-protection-and-safeguarding/e-safety).

Preventing Bullying:

Environment

The whole school community will:

- Create and support an inclusive environment which promotes a culture of mutual respect, consideration and care for others, which will be upheld by all.

- Recognise that bullying can be perpetrated or experienced by any member of the community, including adults and children (peer on peer abuse).

- Openly discuss differences between people that could motivate bullying, such as religion, ethnicity, disability, gender, sexuality or appearance related difference. Also children with different family situations, such as looked after children or those with caring responsibilities.

- Challenge practice and language which does not uphold the values of tolerance, non-discrimination and respect towards others.

- Be encouraged to use technology, especially mobile phones and social media positively and responsibly.

- Work with staff, the wider community and outside agencies to prevent and tackle concerns including all forms of prejudice-driven bullying.

- Actively create "safe spaces" for vulnerable children and young people.

- Celebrate success and achievements to promote and build a positive school ethos.

Policy and Support

The whole school community will:

- Provide a range of approaches for pupils, staff and parents/carers to access support and report concerns.

- Regularly update and evaluate our practice to take into account the developments of technology and provide up-to-date advice and education to all members of the community regarding positive online behaviour.

- Take appropriate, proportionate and reasonable action, in line with existing school policies, for any bullying bought to the school's attention, which involves or effects pupils, even when they are not on school premises; for example, when using school transport or online, etc.

- Implement appropriate disciplinary sanctions; the consequences of bullying will reflect the seriousness of the incident, so that others see that bullying is unacceptable.

- Use a variety of techniques to resolve the issues between those who bully, and those who have been bullied.

Education and Training

The school community will:

- Train all staff, including teaching staff, support staff (e.g. administration staff, lunchtime support staff and site support staff) and pastoral staff, to identify all forms of bullying and take appropriate action, following the school's policy and procedures (including recording and reporting incidents).

- Consider a range of opportunities and approaches for addressing bullying throughout the curriculum and other activities, such as through displays, assemblies, peer support, pupil perception surveys, the school/student council, etc.

- Provide systematic opportunities to develop pupils' social and emotional skills, including building their resilience and self-esteem.

Involvement of pupils

At Katherine Semar Schools we will:

- Involve pupils in policy writing and decision making, to ensure that they understand the school's approach and are clear about the part they have to play to prevent bullying.

- Regularly canvas children and young people's views on the extent and nature of bullying.

- Ensure that all pupils know how to express worries and anxieties about bullying.

- Ensure that all pupils are aware of the range of sanctions which may be applied against those engaging in bullying.

- Involve pupils in anti-bullying campaigns in schools and embedded messages in the wider school curriculum.

- Publicise the details of internal support, as well as external helplines and websites.

- Offer support to pupils who have been bullied and to those who are bullying in order to address the problems they have.

Involvement and liaison with parents and carers

At Katherine Semar Schools we will:

- Take steps to involve parents and carers in develop policies and procedures, to ensure they are aware that the school does not tolerate any form of bullying.

- Make sure that key information about bullying (including policies and named points of contact) is available to parents/carers in a variety of formats.

- Ensure all parents/carers know who to contact if they are worried about bullying and where to access independent advice.

- Work with all parents/carers and the local community to address issues beyond the school gates that give rise to bullying.

- Ensure that parents work with the school to role model positive behaviour for pupils, both on and offline.

- Ensure all parents/carers know about our complaints procedure and how to use it effectively, to raise concerns in an appropriate manner.

Monitoring and Review:

Putting policy into practice

Katherine Semar Schools will ensure that we regularly monitor and evaluate mechanisms to ensure that the policy is being consistently applied. Any issues identified will be incorporated into the school's action planning. The head teacher will be informed of bullying concerns, as appropriate. The named Governor for bullying will report on a regular basis to the governing body on incidents of bullying, including outcomes.

Useful links and supporting organisations:

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

- Childline: www.childline.org.uk

- Family Lives: www.familylives.org.uk

- Kidscape: www.kidscape.org.uk

- MindEd: www.minded.org.uk

- NSPCC: www.nspcc.org.uk

- The BIG Award: www.bullyinginterventiongroup.co.uk/index.php

- PSHE Association: www.pshe-association.org.uk

- Restorative Justice Council: www.restorativejustice.org.uk

- The Diana Award: www.diana-award.org.uk

- Victim Support: www.victimsupport.org.uk

- Young Minds: www.youngminds.org.uk

- Young Carers: www.youngcarers.net

- The Restorative Justice Council: www.restorativejustice.org.uk/restorative-practice-schools

SEND

- Changing Faces: www.changingfaces.org.uk

- Mencap: www.mencap.org.uk

- Anti-Bullying Alliance Cyberbullying and children and young people with SEN and disabilities: https://anti-bullyingalliance.org.uk/sites/default/files/uploads/attachments/cyberbullying-and-send-module-final%281%29_1.pdf

- DfE: SEND code of practice: www.gov.uk/government/publications/send-code-of-practice-0-to-25

Cyberbullying

- Childnet International: www.childnet.com

- Digizen: www.digizen.org

- Internet Watch Foundation: www.iwf.org.uk

- Think U Know: www.thinkuknow.co.uk

- UK Safer Internet Centre: www.saferinternet.org.uk

- The UK Council for Child Internet Safety (UKCCIS)
  https://www.gov.uk/government/groups/uk-council-for-child-internet-safety-ukccis

- Anne Frank Trust: www.annefrank.org.uk

- Kick it Out: www.kickitout.org

- Report it: www.report-it.org.uk

- Stop Hate: www.stophateuk.org

- Tell Mama: www.tellmamauk.org

- Educate against Hate: www.educateagainsthate.com/

- Show Racism the Red Card: www.srtrc.org/educational

LGBT

- Barnardos LGBT Hub: www.barnardos.org.uk/what_we_do/our_work/lgbtq.htm

- Metro Charity: www.metrocentreonline.org

- EACH: www.eachaction.org.uk

- Proud Trust: www.theproudtrust.org

- Schools Out: www.schools-out.org.uk

- Stonewall: www.stonewall.org.uk

Sexual harassment and sexual bullying

- Ending Violence Against Women and Girls (EVAW) www.endviolenceagainstwomen.org.uk

- A Guide for Schools: https://www.endviolenceagainstwomen.org.uk/wp-content/uploads/EVAW-Coalition-Schools-Guide.pdf

- Disrespect No Body: www.gov.uk/government/publications/disrespect-nobody-campaign-posters

- Anti-bullying Alliance: Sexual bullying – developing effective anti-bullying practice
  https://anti-bullyingalliance.org.uk/sites/default/files/uploads/attachments/Sexual%20bullying%20-%20anti-

bullying%20guidance%20for%20teachers%20and%20other%20professionals%20-%20FINAL_0_0.pdf

Additional links can be found in 'Preventing and Tackling Bullying' (July 2017)
www.gov.uk/government/publications/preventing-and-tackling-bullying