

Anti-Bullying Policy

1. Introduction

The JCB Academy has a 'duty of care' towards its students due to the fact that the Principal and staff stand in 'loco parentis' (in place of the parents). This duty of care includes protecting students from harm of bullying.

2. The national and legal context

This policy takes full account of the Academy's legal obligations under the Education Inspections Act of 2006 and the School Standards and Framework Act 1998 to:

- Promote the well-being of students in the Academy.
- Develop a policy which encourages good behaviour and respect for others on the part of students and, in particular, preventing all forms of bullying amongst students.
- Establish procedures for dealing with complaints about bullying.

3. Definition of bullying

Bullying can be defined in a number of ways. The Academy follows the DfE Preventing and Tackling Bullying guidance which defines bullying as:

"Behaviour by an individual (or a group), usually repeated over time, that intentionally hurts another individual or group either physically or emotionally".

Bullying can be direct or indirect and includes:

- **Verbal bullying**
Name-calling, taunting, mocking, making offensive comments and teasing.
- **Physical bullying**
Kicking, hitting, punching, pushing and pinching.

- **Emotional bullying**
Producing offensive graffiti, excluding people from groups, spreading hurtful and untrue rumours, being forced to do things against own will and taking belongings or money.
- **Cyber bullying**
Offensive text messaging and e-mailing and sending degrading images by telephone or the internet.
- **Racist bullying**
Racial taunts, graffiti, gestures.
- **Sexual bullying**
Unwanted physical contact or sexually abusive comments.
- **Homophobic bullying**
Because of, or focusing on, the issue of sexuality.

Bullying may happen in isolation or in the presence of others.

4. Inclusion

Every member of the Academy community is entitled to expect equality of protection from bullying through policies and procedures designed to ensure that the Academy remains a safe environment in which to teach and learn. The Academy policy has given careful consideration to the six equality strands: race, ethnicity, gender, age, religion, disability and sexuality. This is to ensure that anti-bullying provision is provided in a sensitive and non-judgemental way that will enable all young people, staff and the wider Academy community to feel valued and included in effective policy and practices.

5. Statement of intent

The Academy is committed to providing a caring, friendly and safe environment for all students so they can learn in a safe and secure atmosphere. Bullying of any kind is unacceptable. If bullying does occur, all students will be able to tell and will know that incidents will be dealt with promptly and effectively. This means that *anyone* who knows that bullying is happening is expected to tell the student's mentor, team leader or a member of the Senior Management Team.

6. Objectives of the policy

- That all governors, teaching and non-teaching staff, students and parents/carers should have an understanding of what bullying is.
- That all governors and teaching and non-teaching staff should know what the Academy's policy is on bullying and follow it when bullying is reported.
- That all students and parents/carers should know what the Academy's policy is on bullying and what they should do if bullying arises.
- To ensure consistency in practice within the Academy community.
- To outline that the Academy takes bullying seriously and will not tolerate it. Students and parents/carers should be assured that they will be supported when bullying is reported.

7. Procedure

- All bullying incidents should be reported to the student's mentor, team leader or a member of the Senior Management Team.
- The incident will be recorded by the member of staff to whom the incident is reported (see below).
- In serious cases, parents/carers will be informed and asked to come into the Academy for a meeting to discuss the problem.
- If necessary and appropriate, the Police will be consulted.
- The bullying behaviour will be investigated immediately and the bullying stopped quickly.
- The bully will be helped to change her/his behaviour.

8. Recording of incidents

From September 2009 it is a legal requirement for schools and academies to record all incidents of bullying. To meet this requirement the Academy will:

- Keep a record of individual incidents of bullying (an incident recording sheet can be found at Appendix 1).
- Where bullying is racist, complete a racist incident form (attached at Appendix 2) which will be filed in the racist incidents file.

- Compile an annual record of bullying incidents which will be presented to the Governing Body (attached at Appendix 3).
- Ensure that an annual analysis of the bullying record is undertaken by the Senior Management Team and Governing Body.

9. Support for students experiencing bullying

Students who have been bullied will be supported by:

- Offering an immediate opportunity to discuss the experience with their mentor or another member of staff of their choice.
- Reassurance by the member of staff involved.
- Offering continuous support.
- Restoring self-esteem and confidence.

10. Sanctions

The Academy will be open and transparent in the sanctions used for bullying incidents.

If, after investigation, it becomes clear that bullying has taken place the following sanctions will apply:

- The bully (bullies) will be asked to genuinely apologise.
- If possible, the students will be reconciled.
- Other sanctions such as detention, isolation and withdrawal of privileges may be applied.
- In serious cases, students will be excluded and, if the bullying continues, this will become permanent.
- After the incident/incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

11. Strategies to reduce bullying

The Academy will incorporate anti-bullying into its PSHE and Citizenship programmes of study.

Students will attend PSHE sessions using specialist resources for young people to raise awareness of online safety and how to protect themselves.

12. Monitoring arrangements

The Senior Management Team and the Governing Body will, on an annual basis, analyse the Academy's anti-bullying data, identify trends and evaluate the effectiveness of anti-bullying strategies.

Related policies/procedures:

Race Equality Policy, Behaviour Management Policy

Date of approval by Governing Body:	15 June 2010
Reviewed and reapproved:	20 November 2012
Date of next biennial review:	November 2014

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Bullying Incident Form

This form should be used to record all reports of bullying behaviour. Tick as many boxes as apply. Update the form as the incident is dealt with. Copies of this form must be kept in the files of all students involved and passed to the Pastoral Support Manager.

	Name(s)	Gender	Year
Complainant(s)			
Student(s) allegedly bullied			
Student(s) allegedly displaying bullying behaviour			

Date/time of incident:

Location of incident:

Type of bullying*:

Details of incident:

Action/support for student who has been bullied *(tick all that apply)*

Discussion of incident with peers

Defined ongoing support/monitoring from staff

Parent/carer involvement

Please specify: _____

Counselling

Referral to other agency(ies)

Please specify: _____

Other

Please specify: _____

Action/support for student who has displayed bullying behaviour
(tick all that apply)

- Discussion of incident with peers
- Defined ongoing support / monitoring from staff
- Parent/carer involvement

Please specify: _____

- Counselling
- Referral to other agency(ies)

Please specify: _____

- Sanctions

Please specify: _____

- Other

Please specify: _____

Fixed term exclusion

Permanent exclusion

Name and designation of person completing this form:

Date:

* Verbal, physical, emotional, cyber, racist#, sexual, homophobic (see *Anti-Bullying Policy for descriptions*).

Racist incidents must also be recorded in the racist incidents file.



Racist Incident Form

This form should be used to record all reports of racist incidents. Tick as many boxes as apply. Update the form as the incident is dealt with. Copies of this form must be kept in the files of all students involved and passed to the Pastoral Support Manager who will file it in the racist incidents file.

	Name	Contact Details
Person reporting the incident		
Complainant(s)		
Status of complainant(s) <i>(delete as applicable)</i>	Staff / Student / Visitor / Parent or Carer Other (please state) _____	
Date, time and location of incident:		
Details of incident (including whether or not a similar incident has occurred before):		

