

Anti-Bullying Policy

Highworth Warneford School



Delegated by:
The Local Governing Committee to

The Principal

Date: December 2024

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1. Introduction

The Trust intends and expects that all decisions around the use of Trust resources will be underpinned at all times by its vision and values:

Our aim:

To create centres of educational excellence that inspire all pupils to turn their potential into performance

To achieve this our schools will:

Provide a broad and balanced curriculum that allows pupils to develop their talents and ambitions

Deliver the highest quality learning opportunities facilitated by excellent teachers

Inspire our pupils to become confident, motivated and respectful individuals ready to make a positive contribution to society

The Trust will support our schools by:

Maximising the resources and expertise available to individual schools

Providing a platform for the sharing of excellent practice

Challenging and developing staff to turn their potential into performance

2. Aims

The aims of this policy are:

- to actively promote and safeguard the welfare of students at Highworth Warneford School
- to maintain and drive a positive and supportive culture among all students and staff throughout Highworth Warneford School
- to prevent bullying, detect it when it occurs, and respond to it appropriately on a case-by-case basis.
- to ensure that pupils learn in a supportive, caring and safe environment without fear of being bullied.

Bullying is an anti-social behaviour and affects everyone; it is unacceptable and will not be tolerated. Only when all issues of bullying are addressed will pupils be able to fully benefit from the opportunities available to them.

Throughout the policy the term 'parent' is used to mean a pupil's parent, carer or guardian.

1.2 Statutory duties at the School

The Principal has a legal duty under the School Standard and Framework Act 1998 to draw up procedures to prevent bullying among pupils and to bring these procedures to the attention of staff, parents and pupils. Under the Education Inspections Bill 2006 the duties are extended to include preventing/responding to bullying that happens outside of Highworth Warneford School, where it is reasonable to do so. Academies have a duty to 'Safeguard and promote the welfare of pupils' (Education Act 2002) and to ensure that children and young people are free from bullying and discrimination (Children Act 2004) Government guidance advises that the policy should also address the bullying of staff by pupils ('Safe to Learn' DCSF 2007).

1.3 Scope of this policy and links to other policies

This policy applies at all times when the student is:

- in or at Highworth Warneford School; representing Highworth Warneford School or wearing Highworth Warneford School uniform;
- travelling to or from Highworth Warneford School;
- on Highworth Warneford School-organised trips;
- associated with Highworth Warneford School at any time;
- in the care of Highworth Warneford School or not and Highworth Warneford School becomes aware of an incident of bullying that affects a pupil's ability to access education fully.

This policy shall also apply to students at all times and places in circumstances where failing to apply this policy may:

- affect the health, safety or well-being of a member of the Highworth Warneford School community or a member of the public;
- have repercussions for the orderly running of Highworth Warneford School;
- or bring Highworth Warneford School into disrepute

This policy has links to the following School policies and procedures:

- Equality Policy
- Behaviour Policy
- ICT Policy
- Safeguarding and Child Protection Policy
- Complaints procedure

This policy has regard to the following guidance and advice:

- Preventing and tackling bullying:
- Cyberbullying:
- Working together to safeguard children (DfE, March 2015);
- Behaviour in school 2022
- Keeping Children Safe in Education (DfE, September 2023)

2. Guidance and Procedures

2.1 Definition of bullying

Bullying affects lots of people and can happen anywhere: at school, travelling to and from school, in sporting teams, in friendship or family groups or in the workplace.

Staff and students will be able to identify what Bullying by using the phrase STOP – **Several, Times On Purpose**, and also by understanding the following;

Although there is no legal definition of bullying, we define it as repeated behaviour which is intended to hurt someone either emotionally or physically, and is often aimed at certain people because of their race, religion, gender or sexual orientation or any other aspect such as appearance or disability. Bullying may be, but not limited to:

- **Physical:** hitting, kicking, pushing people around, spitting, or taking, damaging or hiding possessions
- **Verbal:** name-calling, taunting, teasing, insulting, making threats or demanding money
- **Exclusionary behaviour:** intimidating, isolating or excluding a person from a group
- **General unkindness:** spreading rumours or writing unkind notes, mobile phone texts or emails;
- **Low level disruptive behaviour:** wearing "banter" and "horseplay" over a pro-longed period of time;
- **Cyberbullying:** bullying that takes place using technology. This may include bullying through the use of mobile electronic devices, social media or gaming sites
- **Racist and Religious Bullying:** A range of hurtful behaviour, both physical and psychological, that makes a person feel unwelcome, marginalised, excluded, powerless or worthless because of their colour, ethnicity, culture, faith community, national origin or national status;
- **Sexist and Transphobic Bullying:** includes any behaviour, whether physical or non- physical, where sexuality is used as a weapon by boys or girls;
- **Homophobic Bullying:** targets someone because of their sexual orientation (or perceived sexual orientation);

- **Disablist Bullying:** targets a young person based on their disability, special needs or health needs. This can include manipulative bullying where a perpetrator forces the victim to act in a certain way or exploiting a certain aspect of the victim's disability.
- **Child on child Sexual bullying:** sexual insults, sexual language/gestures, name calling, unwanted physical contact, sexual violence or harassment.

Bullying is always unacceptable and will not be dismissed as being normal or as "banter" or simply "part of growing up". Bullying will not be tolerated at Highworth Warneford School because:

- it is harmful to the person who is bullied, to those who engage in bullying behaviour, and those who support them, and can in some cases lead to lasting psychological damage and even suicide;
- it interferes with a student's right to enjoy their learning and leisure time free from intimidation;

Bullying is any behaviour by an individual or group that:

- Is meant to hurt - the person or people doing the bullying know what they are doing and mean to do it
- Happens more than once – there will be a pattern of behaviour, not just a 'one off' incident
- Involves an imbalance of power – the person being bullied will usually find it very hard to defend themselves.

2.2 Identifying and reporting concerns about bullying.

All concerns about bullying will be taken seriously and investigated thoroughly.

Pupils who are being bullied may not report it; however, there may be changes in their behaviour, such as becoming shy and nervous, feigning illness, taking unusual absence or clinging to adults. There may be changes in work patterns, lacking concentration or truanting from the School. All staff will be alert to the signs of bullying and act promptly and firmly against it in accordance with this policy.

Pupils who are bullying others also need support to help them to understand and change their behaviour.

All pupils will be encouraged to report bullying by:

- Talking to a member of staff of their choice
- Writing a statement about the bullying concern and giving it to a member of staff
- Using the reporting tool on the School website
- Contacting local and national support agencies for advice/support
- Reporting to a member of their peer group such as peer mentors
- Talking to parents

Parents are encouraged to report concerns about bullying and to support the School in tackling it. Trying to resolve bullying directly with pupils or their families can lead to problems escalating and staff should put measures in place to combat this.

Not all individuals recognise their behaviour is deliberate or intended to hurt. Some individuals may see their hurtful conduct as "teasing" or "a game" or "for the good of" the other person. These forms of bullying are equally unacceptable but may not be malicious and can often be corrected quickly with advice and without disciplinary sanctions.

If left unchallenged or dismissed low level disruption can have a wearing, and significant impact on targeted individuals exposed to such behaviour.

Bullying may also be regarded as threatening behaviour or harassment which can be either a criminal offence or a civil wrong. A person who makes a physical or sexual assault on another, or who steals or causes damage to the property of another, commits a criminal offence. Misuse of electronic communications could also be a criminal offence, for example it is an offence to send an electronic communication (such as a text message/direct message or email) to another person with the intent to cause distress or anxiety.

Bullying behaviour may be of such a nature that safeguarding concerns are raised. Such behaviour may include hazing behaviour, initiation rituals or any form of sexual harassment. See our Child protection and safeguarding policy for our approach to peer-on-peer abuse. Concerns about a student's welfare because they are the perpetrator or victim of bullying behaviour must be reported in accordance with the safeguarding policy and procedures and appropriate action taken, considering Swindon Children and Families threshold framework.

Highworth Warneford School will always treat a bullying incident as giving rise to a child protection concern when there is reasonable cause to believe that a child is suffering or likely to suffer significant harm.

2.3 Responding to reports about bullying

Pupils: can report it one of a number of ways;

- tell his/her Tutor or any member of staff
- Report it on the reporting tool on our website
- tell his / her parent/carers;

Parent/Carers: Parents or Carers who are concerned that their child is being bullied should inform their child's Tutor or a member of the Pastoral team without delay.

The Staff member will take the following steps when dealing with concerns about bullying:

- If bullying is suspected or reported, staff will respond quickly by offering, advice, support and reassurance to the alleged victim.
- Take a clear account of what has happened.
- Pass the information on to the Pastoral team.

The relevant pastoral year team will agree on the best strategy for dealing with the matter.

If the alleged bullying behaviour raises a safeguarding concern, the matter should be reported in line with our Child protection and safeguarding policy and procedures before further investigation is carried out.

Pupils and staff who have been bullied will be supported by:

- Offering an opportunity to discuss the experience with a member of the Pastoral Team.
- Providing reassurance that the bullying will be addressed
- Through the tutor and Pastoral Team be offered continuous support
- The use of specialist interventions and/or referrals to other agencies e.g. Educational TPAT Mental Health Team and Pastoral support worker, where appropriate

2.4 Managing the allegation:

The relevant pastoral staff will normally see the victim and (unless the case is very serious) any witnesses as soon as possible and form an initial view of the allegation. They will consider:

- the nature of the incident(s): physical? verbal? exclusionary? etc.
- is it a "one-off" incident involving an individual or a group? is it part of a pattern of behaviour by an individual or a group?
- has physical injury been caused?
- who should be informed: Principal? Parents/Carers? the Designated Safeguarding Lead? children's social care? the police?
- can the alleged bully be questioned without disclosing the victim's identity?

What is the likely outcome if the allegation proves to be correct?

At this stage, the possible outcomes for an incident which is not too serious include:

- there has been a misunderstanding which can be explained sympathetically to the alleged victim with advice to the alleged bully;
- or the complaint is justified in whole or in part, and further action will be needed.

In cases where the pastoral team believes that serious bullying behaviour has occurred involving a student or has recurred after warnings have been given to the "bully" they will refer the matter to the Vice Principal.

The Vice Principal will:

- interview the alleged victim, alleged bully and any witnesses separately, in order to establish the facts of the case. The Vice Principal will review the case with the Head of Key stage to decide on further actions.
- In some cases, the Vice Principal will discuss it with the Principal, the Vice Principal will decide on the action to be taken in accordance with this policy.
- The Vice Principal will ensure the parents/carers of the victim and bully are notified giving them details of the case and the action being taken. Such action may include further investigation in accordance with the School's behaviour policy.

When a complaint of bullying behaviour is upheld, the range of responses may include one or more of the following:

- consideration as to whether the bullying incident should be addressed as a safeguarding concern and if so, the School's safeguarding policy and procedures will be followed;
- advice and support for the victim and, where appropriate, establishing a course of action to help the victim, including support from external services where appropriate;
- advice and support to the bully in trying to change his / her behaviour. This may include clear instructions and a warning or final warning;
- consideration of the motivation behind the bullying behaviour and whether external services should be used to tackle any underlying issues of the bully which contributed to the bullying behaviour.
- a supervised meeting between the bully and the victim to discuss their differences and the ways in which they may be able to avoid future conflict (only with the victim's express agreement), we call this restorative justice and restorative conversation;
- a disciplinary sanction against the bully, in accordance with Highworth Warneford School's behaviour policy. In a very serious case or a case of persistent bullying, a student may be permanently excluded in accordance with Highworth Warneford School's behaviour policy. Any disciplinary action will be applied fairly, consistently and reasonably, considering any special educational needs or disabilities and the needs of vulnerable students;
- action to break up a "gang/group";
- confiscation of mobile electronic devices,
- increased monitoring procedures or limiting access to the internet and email facilities if cyberbullying;
- involving children's social care or the police;
- notifying the parents/carers of one or both students about the case and the action which has been taken;
- such other action as may appear to the Principal to be appropriate.

Staff:

This policy focuses mainly on the bullying of students by students although it is recognised that a staff member could be a victim and on occasion may be perceived to be guilty of bullying. Highworth Warneford School has a zero tolerance of the bullying of staff, whether by students, parents/carers or other colleagues. Staff members who are concerned about being bullied or harassed should refer to the staff code of conduct. Students and parents/carers who feel that a member of staff is bullying should report this in accordance with the procedures set out above.

Parental support

Most concerns about bullying will be resolved through discussion between home and the School. However, where a parent feels their concerns have not been resolved, they are encouraged to use the Complaints Procedure.

Where a pupil is involved in bullying outside of the School e.g. in the street or through the use of the internet at home, parents will be asked to work with the School in addressing their child's behaviour, for example: restricting/monitoring their use of the internet or mobile phone.
A referral of the family to external support agencies will be made where appropriate.

2.5 Preventative Measures

The School will:

- Raise awareness of the nature of bullying through inclusion in Personal, Social, Health Education (PSHE), Tutor time, assemblies, subject areas and informal discussion, as appropriate, in attempt to eradicate such behaviour.
- Seek to develop links with the wider community that will support inclusive anti-bullying education.

2.6 Promotion of this policy

The policy and methods for reporting bullying concerns will be promoted throughout the School; for example, information packs for new pupils and staff and through regular awareness raising activities with pupils and their families.

2.7 Monitoring, evaluation and review

The Vice Principal will lead on the implementation of the policy and act as the link person with the Local Authority.

They will regularly monitor any bullying incidents and monitor the results of all incidents, the actions taken and the associated outcomes.

The School will review the policy annually and assess its implementation and effectiveness

3. Appendices

Appendix A

Cyberbullying and safety

1. Cyberbullying is bullying that takes place using technology.
2. Pupils should remember the following:
 - use the security settings;
 - regularly change your password and keep it private;
 - always respect others - be careful what you say online and what images you send;
 - think before you send - whatever you send can be made public very quickly and could stay online forever;
 - if you or someone you know are being cyberbullied, tell someone. You have the right not to be harassed or bullied online. Tell an adult you trust - your parents or carers, any member of staff or volunteer or a helpline such as ChildLine on 0800 1111;
 - don't retaliate or reply online;
 - save the evidence - learn how to keep records of offending messages, pictures or online conversations. Ask someone if you are unsure how to do this. This will help to show what is happening and can be used by the School to investigate the matter;
 - block the bully. Most social media websites and online or mobile services allow you block someone who is behaving badly;
 - don't do nothing - if you see cyberbullying going on, support the victim and report the bullying.
3. You may find the following websites helpful:

<http://www.childnet.com/young-people>

<https://www.thinkuknow.co.uk/>

<https://www.childline.org.uk/Explore/Bullying/Pages/online-bullying.aspx>.