



## **Anti Bullying Policy**

<b>LAST REVIEW NEXT</b>	<b>October 2017</b>	<b>REVIEW PERIOD</b>	<b>2 Years</b>
<b>NEXT REVIEW DATE</b>	<b>October 2018</b>	<b>TYPE OF POLICY</b>	<b>Non Statutory</b>

## Introduction

### **What is bullying and how can it affect young people?**

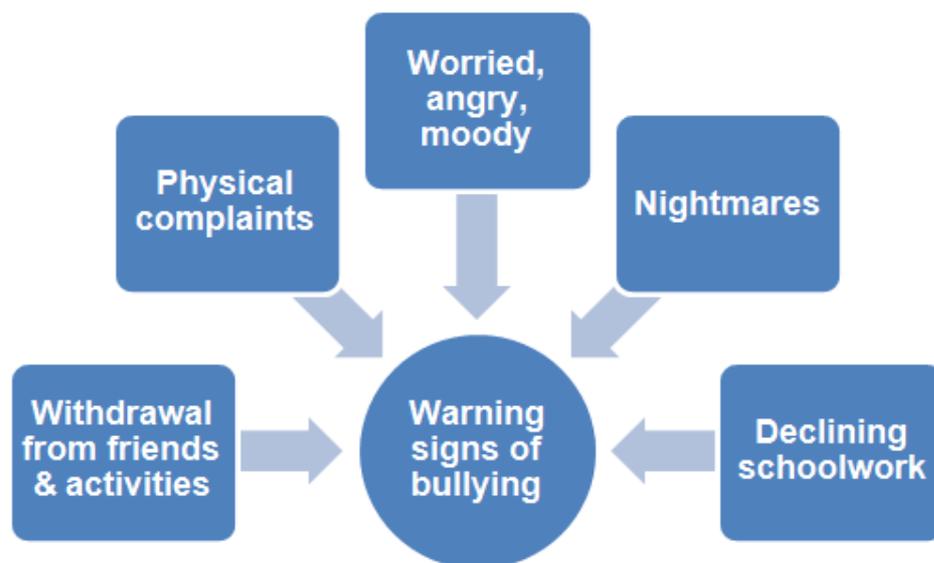
Bullying is when a person or group of people on purpose targets someone else to hurt them.

It can be verbal, physical or psychological, either face-to-face or through other medium such as cyber bullying. The 'target' is discriminated against for being different – that is in race, gender, beliefs, sexuality including homophobia, ability or disability, physical appearance or the target might just be chosen at random or out of a personal dislike or simply jealousy.

Pupils who are being bullied may show changes in behaviour, such as becoming shy and nervous, feigning illness, taking unusual absences or not wanting to come to Inspire Academy. There may be evidence of changes in work patterns, lacking concentration or truanting from school.

At Inspire Academy everybody, pupils and staff, have the right to be treated with respect, feel and be safe.

### **Warning signs of being bullied:**



([www.antibullyingblog.blogspot.co.uk](http://www.antibullyingblog.blogspot.co.uk), 2013)

## Relationship conflict vs Bullying

Understanding the key differences between relationship conflict and bullying are important when addressing any incident that has been reported.

Relationship conflict is generally an argument or falling out between friends, in which all parties involved share equal power in the incident.

Bullying is a deliberate attempt to harm another person, physically, verbally or through any other means including cyber bullying and is an imbalance of power.

<b>Relational conflict</b>	<b>vs</b>	<b>Bullying</b>
Equal power		Imbalance of power
Happens occasionally		Repeated negative action
Accidental		Deliberate

### *Additional characteristics*

Remorseful	No remorse
Effort to solve problem	No effort to solve problem

## From East Sussex ‘Working Together’ Toolkit 2010

### **Aim**

The aim of the anti-bullying policy is to ensure that pupils learn in a supportive, caring and safe environment without fear of being bullied. Bullying is 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 benefit fully from the opportunities available at school.

### **Process and procedure**

#### **The School**

#### **Statutory duty of schools**

Head teachers have a legal duty under the School Standards 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.

## **Procedures are now set down for reporting, recording and dealing with incidents of bullying:**

- Pupils or their parents/carers should feel able to report a bullying incident to any member of staff.
- Staff are to complete a Sleuth report writing a clear account of what happened.
- A member of the behavior/welfare Team will check Sleuth daily and address any reported incidents of bullying passing information onto the relevant manager.
- The Welfare manager/Assistant Headteacher will follow procedural guidelines as set out in this policy, in particular, checking the report and speaking to all those concerned.
- Staff will be kept informed and if the bullying persists the Welfare manager/Assistant Headteacher for behavior Will support.
- Parents/carers will be kept informed of actions, intervention strategies and consequences.

All school staff must be alert to the signs of bullying and act promptly and firmly against it in accordance with school policy.

### **Pupils**

The Welfare Manager will ensure the following consequences will be followed for pupils who have bullied:

- **Racist bullying** immediately reported on Sleuth and parent/carer informed.
- **First offence** of bullying:
  - Incident logged and pupil reminded of policy
  - An opportunity to discuss why he/she became involved and what needs to change
  - Restoration of relationship with the victim – carefully supervised
  - Parents/carers informed with **anti-bullying letter 1** for offender and victim
- **Second offence** of bullying:
  - As above
  - Possible fixed term exclusion
  - Parents/carers informed with **anti-bullying letter 2** for offender and victim
- **Third offence** of bullying:
  - As above
  - Parents/carers informed with **anti-bullying letter 3** for offender and victim and are invited into Inspire Academy in a supportive role.
- **Persistent Offenders:**
  - Possible Police involvement – this could be in the form of a discussion, warning or possible record
  - May have Longer fixed term or permanent exclusion
  - Other outside agencies may be involved as appropriate

**Pupils who have been bullied May be supported by:**

- Being offered an immediate opportunity to discuss the experience with a member of staff of their choice
- Reassurance
- Restoration of relationship with the bully
- Follow up after two weeks from the incident and again in the next term
- Whole School/Class work around the issue (PSHE and Assemblies)

**Pupils who have been responsible for bullying May be supported by:**

- Being offered an immediate opportunity to discuss the incident with a member of staff
- Re-establishing respectful and expected behaviours with the support of the young person's family and professional support network and agreed sanctions
- Restoration of relationship with the victim
- Follow up after two weeks from the incident and again in the next term
- Whole School/Class work around the issue (PSHE and Assemblies)

Within the curriculum the school will raise the awareness of the nature of bullying through PSHE lessons, school council meetings, and assemblies and through the use of external support provisions and subject areas, in an attempt to eradicate such behaviour.

The school has well established links with local PCSO's and may contact them for advice and support where necessary.

Key staff are trained in restorative justice and counselling to ensure they deal with incidents as effectively as possible.

**Monitoring, evaluation and review**

The policy will be promoted and implemented throughout the school. The school will review this policy annually and assess its implementation and effectiveness.

## Bullying letter 1

Dear

I regret to inform you that            has been involved in a bullying incident.

Bullying is taken seriously at INSPIRE School as it is our responsibility to ensure that all pupils feel safe in school.            's behaviour has undermined this.

We keep a record of all bullying incidents and will let you know if there is another occurrence.

I would be grateful if you would talk to            regarding this unacceptable behaviour.

If you have any queries please do not hesitate to contact me.

Yours sincerely

Mr M O'Donnell  
Headteacher

## Bullying letter 2

Dear

I regret to inform you that \_\_\_\_\_ has been involved in a second bullying incident.

Bullying is taken seriously at INSPIRE School as it is our responsibility to ensure that all pupils feel safe in school. \_\_\_\_\_'s behaviour has undermined this.

We keep a record of all bullying incidents and I am disappointed that this is the second time I have written to you with regard to \_\_\_\_\_'s conduct.

I would be grateful if you would talk to \_\_\_\_\_ regarding this unacceptable behaviour and explain to \_\_\_\_\_ that another incident will risk possible exclusion.

If you have any queries please do not hesitate to contact me.

Yours sincerely

Mr M O'Donnell  
Headteacher

### Bullying letter 3

Dear

I regret to inform you that            has been involved in a third bullying incident.

Bullying is taken seriously at Inspire Academy as it is our responsibility to ensure that all pupils feel safe in school.            's behaviour has undermined this.

We keep a record of all bullying incidents and I am disappointed that this is the third time I have written to you with regard to            's conduct.

I need to meet with you as a matter of urgency in order to discuss            's behaviour as s/he is now at risk of exclusion should there be further instances of bullying. Please ring 01634 338801 to arrange a mutually convenient time.

Thank you once again for your support in this matter.

Yours sincerely

Mr M O'Donnell  
Headteacher

## Victim Letter

Dear

### **Re: Bullying**

I regret to inform you that your son/daughter, ....., has unfortunately been subject of a bullying incident.

..... was subject to a ..... threat from another student.

Bullying at Inspire Academy is taken extremely seriously, it is our belief that everybody at Inspire Academy has the right to be treated with respect and be safe. Parents/carers of both the victim and offender are made aware of the nature of the incident and consequences.

Consequences are broken down into five stages:

- **Racist bullying** immediately reported on Sleuth and parent/carer informed.
- **First offence** of bullying:
  - Incident logged and pupil reminded of policy
  - An opportunity to discuss why he/she became involved and what needs to change
  - Restoration of relationship with the victim – carefully supervised
  - Parents/carers informed with **anti-bullying letter 1** for offender and victim
- **Second offence** of bullying:
  - As above
  - Possible fixed term exclusion
  - Parents/carers informed with **anti-bullying letter 2** for offender and victim
- **Third offence** of bullying:
  - As above
  - Parents/carers informed with **anti-bullying letter 3** for offender and victim and are invited into Inspire Academy in a supportive role.
- **Persistent Offenders:**
  - Possible Police involvement – this could be in the form of a discussion, warning or possible record
  - May have Longer fixed term or permanent exclusion
  - Other outside agencies may be involved as appropriate

At Inspire Academy it is our policy to offer support measures for victims of bullying, this includes:

- Being offered an immediate opportunity to discuss the experience with a member of staff of their choice
- Reassurance
- Restoration of relationship with the bully
- Follow up after two weeks from the incident and again in the next term

- Whole School/Class work around the issue (PSHE and Assemblies)

Within the curriculum, the school will raise the awareness of the nature of bullying through PSHE lessons, school council meetings where appropriate and subject areas, in an attempt to eradicate such behaviour.

Staff are trained in restorative justice and counselling skills to ensure they deal with the incidents as effectively as possible.

We keep a record and review bullying incidents regularly and we will let you know if there is another occurrence. I would be grateful if you could discuss this with .....

If you have any queries please do not hesitate to contact me.

Yours sincerely,

**Mr M O'Donnell**  
Headteacher