



# Soar Valley College

*“ASPIRE, ENJOY, ACHIEVE”*

## ANTI-BULLYING POLICY

Reviewed – June 2014 by Wol Wowczuk AVP.

### **Our ethos:**

We believe that all individuals within the school community have the right to develop their learning, skills and knowledge in a safe, secure and supportive environment, free from intimidation, prejudice or discrimination of any kind, and they should be guided to extend this beyond school into the wider community. This is carried out through:

- Teaching, modelling and promoting respect and tolerance for each other
- Helping everyone towards an understanding of what is right and wrong
- Supporting everyone in forming good relationships
- Helping those who have been perpetrators of bullying or exhibited bullying behaviour as well as their victims to develop positive strategies to cope with negative emotions and stress.

We believe in encouraging an environment where individuality is celebrated and everyone can develop without fear.

### **Definition:**

What do we mean by bullying?

**“Behaviour by an individual or group usually repeated over time, that intentionally hurts another individual or group either physically or emotionally”.**

**The “Several Times On Purpose” – S T O P - and “Start Telling Other People” – S T O P - theme has been adopted by Soar Valley College.**

Bullying behaviour can be:

**Physical** – pushing, kicking, hitting, punching or any use of violence; this includes tapping, flicking, tripping and “Happy Slaps”.

**Verbal** – name calling, sarcasm, spreading rumours, teasing.

**Emotional** – being unfriendly, excluding, and tormenting (e.g. hiding books, threatening gestures, “the look”).

**Indirect** - through a third party. “S/he said that you said ...”

**Cyber bullying** – offensive email, text, social networking or phone calls.

Specific types of bullying include:

**Racial** – because of or associated with an individual’s race, ethnicity or nationality such as racist taunts or gestures

**Sexual** – unwanted physical contact or sexually abusive comments

**Homophobic** – because of, or focused on the issue of sexuality/gender

**Religious** – because of their faith or beliefs

**SEN/ Disability** – because of an individual’s learning or physical condition or needs

**Home Circumstances** – bullying of young carers or looked after children

Bullying - due to **appearance or health conditions**.

**Aims:**

1. To provide a secure, stimulating, positive, mutually respectful and inclusive environment for learning, ensuring that students feel safe and free from intimidation.
2. To enable students to recognise bullying in all its forms and to understand that it is ***always*** unacceptable.
3. To educate students and staff in why bullying and harassment occurs, and its impact on the victim and perpetrator - (emotionally as well as having consequences in law).
4. To educate staff and students in strategies for **preventing** bullying in any form.
5. To have in place an anti-bullying support system that all staff and students understand in order to enable individuals to develop strategies:
  - a. to avoid becoming a victim or perpetrator;
  - b. to cope with the effects of being bullied should it happen;
  - c. to help perpetrators develop more appropriate, positive behaviour strategies.
6. To provide a means for students to have a voice in the management of bullying by becoming Anti-Bullying Ambassadors (ABA) – from September 2012.
7. To regularly monitor and review the policy with involvement of staff, students’ parents/carers and the wider school community.

## Practice and Procedures:

### A. What we do to prevent bullying.

**Everyone** involved in the life of the school (including support staff, lunchtime supervisors, catering staff, admin staff, site staff) **must** take responsibility for promoting a common anti-bullying approach, by being supportive of each other, by providing positive role models and by making it clear that any form of bullying or intimidation is unacceptable. Everyone is responsible for ensuring that the school rules are adhered to. Everyone is expected to be vigilant and to report any incidents of bullying or intimidation.

#### 1. Staff:

All staff have a vital role to play as they are at the forefront of behaviour management and support. They also have the closest knowledge of the students in their care and have a duty to establish relationships built on mutual support, trust and respect.

We:

- Provide students with a framework of behaviour including clear class rules supporting the whole school policy as described in the Behaviour Management Policy and Behaviour for Learning Policy
- Supply a set of guidelines to staff to help prevent bullying from occurring and ensuring clarity over procedures – (email policy, form room displays)
- Provide students with a set of guidelines and procedures about bullying including how to report bullying and deal with bullying / threatening situations – (Planners pages 14-15)
- Show respect, support and care towards all students and colleagues, setting a good tone and creating a positive atmosphere where bullying and poor behaviour are not tolerated
- Provide students with good role models
- Raise awareness of bullying issues,
  - Students' rights and responsibilities as citizens in promoting respect and good behaviour,
  - Understanding bystander behaviour and the actions students should take

- Developing / enabling positive strategies through a variety of means including assemblies, PSHE and tutorials, SEAL, Citizenship, RE, SMSC, IT, school council, as Student Anti-Bullying Group (ABA) and displays
- Deliver an Anti-Bullying module in Years 8 and 9 as part of the Citizenship curriculum through Human Rights and Globalisation issues
- A Hear 4U group is now established and led by year 10 students and overseen by Miss Ramrekha to support our most vulnerable students
- Establish a Peer support programme for all students via a small group of students who have received appropriate training in this (ABAs)
- Keep the governing body and Headteacher well informed regarding behaviour issues
- Provide a key member of staff who is responsible for the monitoring and evaluation of the policy; currently Mr Wowczuk, AVP
- Record and monitor incidents of bullying, share concerns about individuals with relevant staff – Heads of Year and Assistant Heads of Year in the first instance
- Analyse data from each year group and use results to inform policy and procedural development – Wol Wowczuk
- Actively encourage students as well as all staff to be involved in the development, implementation and reviewing of the procedures and policy
- Encourage and support all relevant professional development.
- Lunchtime supervisors record any incidents of poor behaviour or bullying in the incident book located in G53 and this is monitored by Steve Bradley who has responsibility for lunchtime supervisors. Steve will complete a Serious Incident sheet where necessary after discussion with the staff involved and then the usual procedures for following up a Serious Incident report take place.

## **2. Parents/carers:**

Copies of leaflets and booklets on anti-bullying are located in the main School Reception area.

Information is also shared with parents via the termly College newsletter.

A copy of this anti-bullying policy is available on the College website.

Parents initially are being consulted via specific anti-bullying questionnaires at year 10 Parents Evening (14.3.13) and year 7 Parents Evening (6.6.13)

We expect that parents will work to help and support the school in ensuring that their child (ren) feels happy, safe and secure at Soar Valley.

Parents should also

- Be clear that the school does not tolerate bullying
- Contact the school if they have any concerns about bullying issues
- Support the school and be fully involved in any aspect of their child's behaviour management
- Have confidence that the school will take any complaint about bullying seriously and will investigate/resolve incidents according to the current procedures (policy)
- Respond to any consultation with their ideas, views and opinions.

## **3. Governors**

We expect that governors will:

- Support the Headteacher and the staff in the implementation of this policy
- Be fully informed on matters concerning anti-bullying through sub-committee meetings and contact with Wol Wowczuk if necessary
- Wol Wowczuk to discuss policy at SEN/Inclusion sub-committee and with Bharat Jain the Link Governor with responsibility for Anti-Bullying.
- Respond to any consultation with their ideas, views and opinions.
- Bharat Jain is the Link Governor for Anti-Bullying – from Dec 2012.

#### 4. Students

Students are expected to follow the college anti-bullying guidelines and we expect that students will:

- Support the Headteacher and staff in the development, implementation and review of the policy through the student Anti-Bullying Group in their role as Anti-Bullying Ambassadors
- Know how to report bullying
- Know where to get help and support
- Report and/or seek immediate help for any bullying behaviour they witness
- Know that they will be listened to and supported in reporting incidents of bullying
- Be reassured that action regarding bullying will take place and that steps are taken to make them feel safe again
- Accept help to build confidence and resilience
- Feel confident that everything is being done to make school a safe and secure environment for them to achieve and learn and if not to voice this in the appropriate forums
- Be aware of their rights and responsibilities as citizens
- Use the guidelines provided about bullying.

Perpetrators will

- Have sanctions applied to them
- Be supported to face up to the harm they have caused and accept responsibility for their actions
- Be helped to learn positive strategies for dealing with negative emotions such as anger, stress or boredom
- Be encouraged / supported to take steps to repair the harm they have caused.

#### B. Bullying incidents:

Whoever witnesses (bystanders) an instance of potential or actual bullying/harassment/intimidation **must act immediately** to stop/prevent it - *ignoring what happens is colluding*.

**All** student reports will be listened to, recorded and investigated whether they have occurred in school or on the journey to or from school.

The College has adopted the LA policy on Bullying and Harassment in the Workplace for incidents involving staff on staff.

### **Procedures for Reporting:**

Staff witnessing incidents or receiving reports of bullying must complete a Serious Incident Sheet as soon as possible. They must also inform Heads of Year or Assistant Heads of Year as soon as possible.

Parents with concerns about their child being bullied should contact the school as soon as possible and either explain to office staff who will pass it on, or if possible talk to the form tutor who again will pass on information/concerns to their Head of Year or Assistant Head of Year.

Students witnessing or experiencing bullying should report it as soon as possible to the nearest available member of staff or the member of staff they feel most able to talk to. Alternatively they may complete a Bullying Referral Form and either hand it to a teacher or post it in the **S T O P** box located outside the Student Welfare Office. They can also email their concern to Mr Wowczuk.

Parents of perpetrators and victims/targets will be informed of bullying incidents and their outcomes.

Where the incident is of a Racist, Sexist or Homophobic nature the LA will be informed through the correct procedures.

### **Recording:**

- All incidents **MUST** be recorded on the Serious Incident sheet and Heads of Year and/or Assistant Heads of Year will inform Mr Wowczuk of repeat offenders
- Incidents will be entered on the SIMS Database by Helen Clarke (Admin Support). Mr Wowczuk has a whole school overview on his SIMS homepage
- Incidents of Racist, Sexist or Homophobic bullying will be recorded on the appropriate LA form
- Meetings with parents will be minuted on Serious Incident forms
- Parents who have reported an incident or concern will be contacted to discuss their concerns.

### **Dealing with an incident:**

**ALL** incidents will be investigated.

In all cases both the victim and the perpetrator will receive help in recording and talking through their feelings in order that the incidents are fully resolved. This will initially be dealt with by the Head of Year, Assistant Head of Year or with another member of staff preferred by the individuals, and it may involve Mr Wowczuk the Anti-Bullying Lead.

The steps taken will depend on the type and severity of bullying and whether it is a first or repeated incident.

The following sanctions or combination thereof will be used:

- Issue warning as to future behaviour
- Meet with students involved to discuss and resolve the situation
- Letter home
- Phone call to parents and/or invited into school

- Detention
- Placed in ON CALL for a set period of time
- Placed in Internal Exclusion for repeat or very serious offences
- Exclusion from school
- Meeting arranged with School Counsellor

In all instances the incident will be recorded on a Serious Incident sheet and a copy placed in the Student File.

Some flexibility may be needed depending on time scale and severity and may involve further discussion with students, parents, Heads of Year and/or other parties.

**Where a member of staff has not witnessed an incident and there is conflicting evidence:**

- The member of staff who is the first contact must report the incident **immediately** to the Head of Year, Assistant Head of Year or Form Tutors
- The incident must be recorded clearly on Student Statement forms
- The incident must be investigated by the Head of Year and/or the Assistant Head of Year and the outcomes recorded
- Depending on the outcomes of the investigation the aforementioned procedures are followed.

**Procedures to help a victim of Bullying:**

After any incidence of bullying the victim will be offered support by Heads of Year, Assistant Heads of Year, Counsellor, Form Tutors and any staff the victim has trust in.

Support will be given by all staff involved with the support of Heads of Year, Assistant Heads of Year and Form Tutors and will involve a range of strategies depending on the wishes and needs of the victim, the aforementioned procedures, the circumstances and the professional opinion of the adults.

**Our Support strategies include:**

- Counselling
- Work on self image and self esteem
- Assertiveness training
- Attending Hear4U group
- Positive body and verbal language
- Boring victim approach
- Named support
- Circle of friends
- Regular checks with students to ensure they are no longer being bullied.

Where a particular group or individual has problems with bullying incidents then that group or individual may have a number of strategies applied to resolve the situation. Support may be using one or combination of strategies until the issue is resolved.



**Monitoring: by Wol Wowczuk AVP**

Serious Incident sheets are used to monitor whether particular incidents have been successfully resolved.

Use of the SIMS database and interviews/surveys of students, staff and parents determine / track long term impact of the strategies, although it is recognised that this will be affected by each new intake of students.

Parent satisfaction when they have reported a particular incident will be monitored once incidents have been resolved via telephone or meeting

Monitoring will be linked to policy and procedural review each year.

**Recognition of Achievements and effectiveness:**

The school will participate in Anti-Bullying week November 2014.

The school successfully achieved the Leicester Anti-Bullying Community Accreditation Award – Easter 2013.

This policy has been written in accordance with current national and local guidance – Preventing and Tackling Bullying DfE 2011 and “Roar Like A Lion” (LA)  
[www.leicester.gov.uk/bullying](http://www.leicester.gov.uk/bullying)

Next review – June 2015.

WW – June 2014.