

Anti-Bullying Policy

Smith's Wood Academy

Part of Fairfax Multi-Academy Trust

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Bullying is anti-social behaviour, is unacceptable and will not be tolerated by any member of the Smith's Wood Academy community. It is only when all concerns of bullying are addressed that all persons within the Academy community will be able to fully benefit from Academy life.

At Smith's Wood Academy, we endeavour to ensure that all persons within the Academy community feel confident and comfortable to talk about their feelings and have someone to talk to if they are being bullied or are aware of others being bullied.

As an Academy we focus on preventing bullying behaviours and see the behaviours as unacceptable, but not the person doing the bullying themselves. The guidance and support that we offer all persons, aims to improve the behaviour of those responsible for any bullying.

1. Definition:

Bullying is a deliberate behaviour that is an intended and repeated action that is used to hurt someone either physically or emotionally. Underlying most bullying behaviour is an abuse of power and a desire to intimidate and dominate.

Bullying is not a welcomed part of Academy or working life. No one person or group, whether staff or student, should have to accept this type of behaviour and only when all issues of bullying are addressed, will all members of Smith's Wood Academy be able to benefit from the opportunities available.

Bullying can occur through several types of anti-social behaviour:

- **Verbal:** e.g. name calling, insulting, repeated teasing, homophobic, religious, racist, sexist, directed towards physical/social disability/learning difficulty e.g. dyslexia.
- **Physical:** e.g. kicking, hitting, theft, damaging belongings
- **Indirect:** excluding someone from social groups, spreading rumours
- **Threatening behaviour:** e.g. extorting money with the threat of violence
- **Inappropriate use of technology:** e.g. text messaging, e-mails, inappropriate filming by camera phone, BBM messaging, cyber bullying, sexting.

What should we look out for?

- Changes in behaviour: e.g. becoming shy, nervous, feigning illness, taking unusual absences, tearful
- Changes in work or attendance and lack of concentration

Key rules:

- Each member of the Academy community must be encouraged to report bullying (assemblies, posters, guidance activities, Anti-Bullying Ambassadors etc, effective communication with parents/carers)

All staff working in the Academy must be alert to the signs of bullying and act swiftly and firmly against it.

- The sanctions for bullying of any kind should be brought to the attention of students, staff and parents/carers.

All incidents of unacceptable and bullying behaviour will be recorded on a Front Cover Sheet and then onto the Anti-Bullying Spreadsheet. An agreed range of graded sanctions will be applied to demonstrate to the individuals involved how seriously the matter is taken. Parents/carers will be informed of all serious incidents.

2. Strategies for Prevention of Bullying:

Awareness of bullying can be raised through;

- a) The curriculum
- b) A whole-academy approach
- c) Guidance time discussions
- d) Assemblies
- e) Anti-Bullying Ambassadors

a) The Curriculum:

The aim is to give bullying as high a profile as possible with all faculty areas incorporating a focus on bullying wherever possible to promote an anti-bullying ethos. Each faculty is required to be familiar with and operate the policy and, in addition to this, to identify their own issues specific to the faculty to reinforce Academy policy.

b) A whole-Academy approach:

An anti-bullying ethos is emphasised through all assemblies, but key focussed assemblies will take place once a half-term. Work is done with staff on Training Days, modules in the PSHE programme, student voice, anti-bullying ambassador meetings, with parents/carers and with Associates. National Anti-Bullying Week has a high profile in the Academy with assemblies and activities co-ordinated and led by a member of SLT or Achievement Leaders. All staff, teaching and nonteaching, reinforce the policy through all areas of Academy life and as an Academy we strive to:

- Organise the Academy community in order to minimise opportunities for bullying e.g. increased supervision at break and lunchtimes.
- Deal quickly, firmly and sensitively with any complaints, involving parents/carers, where necessary.
- Review the anti-bullying policy and its degree of success via student questionnaires.
- Have a firm but fair discipline structure with one rule which is simple to follow and easy to understand. (Each member of the Academy community is expected to treat every other member of the community, both inside and outside Academy, with respect at all times). Ensure that the anti-bullying policy links with the Behaviour and Discipline Policy.
- Encourage students to discuss their relationships with others and to form positive attitudes towards others through tutor time discussions.
- Treat bullying as a serious offence and take every possible action to eradicate it from our Academy (Please see Behaviour and Discipline Policy and Exclusions Policy).
- Ensure that all areas in the Academy are safe for all students via feedback from Antibullying Ambassadors, Year 11 prefects and student voice. Provide areas for more vulnerable students to use e.g. Library, Homework Clubs, lunchtime nurture clubs.

c) Form Time:

Regular and planned whole-group discussions regarding how to form positive relationships with peers and how to react to negative situations. This is delivered through our Learning for Life Programme (PHSE).

d) Assemblies:

Regular and planned year group assemblies regarding how to form positive relationships with peers and how to react to negative situations. Various forms of bullying is covered; verbal, physical, peer pressure, emotional, on-line etc.

e) Anti-Bullying Ambassadors:

Our Anti-Bullying Ambassadors are selected each academic year from years 8-11. These students receive training both from their peers and The Diana Award Anti-Bullying Campaign. Their role within the Academy is to help educate their peers on bullying, lead on anti-bullying campaigns, promote a culture which celebrates and tolerates difference and help keep their peers safe both online and offline. The Anti-Bullying Ambassadors are available every lunchtime in the Upper School Library, to help give advice and support to vulnerable students.

• Reporting Bullying:

Students are to be encouraged to report any incidents of bullying to their parents/carers and Mentor wherever possible, or to any other member of staff. Any incident of bullying, however small, should be reported immediately, ideally by the victim(s) or friends. Students are taught that silence is the bully's greatest weapon and are encouraged to:

- Tell themselves that they deserve respect, they do not deserve to be bullied and that it is wrong
- To have self-respect, be proud of who they are and that it is good to be an individual
- Try hard not to show that they are upset as bullies often thrive on the fear of others
- Stay with a group as there is always safety in numbers
- Try to be assertive and walk confidently away to a teacher or to another adult. Use the Anti-Bullying Ambassadors to report bullying – via the open session that they run during the week. Or speak to the Mentor, Achievement Leader of Assistant Achievement Leader, or any other adult in the Academy.
- Students will be reassured that teachers will deal with the bullying incident in a way that will end it and not make things worse for them.
- Achievement Leaders / Assistant Achievement Leaders or On-Call staff to log incidents of bullying centrally in order to draw up any recurring patterns in terms of both victims and perpetrators. All information is treated sensitively and is only used as a basis for action when appropriate. Incident Forms are completed and handed to the Vice Principal for Behaviour. A log of any bullying incidents and interventions are recorded on the Anti-Bullying spreadsheet held at the Academy.
- Staff to use the Anti Bullying Email to notify Lead on Anti Bullying: sw-antibullying@smithswood.fmat.co.uk

- **Parent/Carer Liaison:**

If parents/carers have any concerns about bullying issues, they are asked to contact their child's tutor or the appropriate pastoral support for their year group in the first instance. Parents/carers are also encouraged to:

- Advise their child to report an incident of bullying promptly rather than retaliate. Fighting back will only make matters worse. Look for unusual behaviour e.g. suddenly not wanting to attend our Academy, feel ill regularly etc
- Take an active role in their child's education by enquiring how their day has gone, how they spent lunchtime etc
- Contact the Academy immediately if they feel their child may be a victim of bullying behaviour
- Some children may well feel that they are being bullied because there is something wrong with them. In most cases, parents/carers should reassure their children.
- In a minority of cases, parents/carers may feel concern that aspects of their child's behaviour may well be a contributory factor to the bullying they are experiencing. Parents/carers are urged to contact the Academy immediately in order to work together on alleviating this.
- Give their child the confidence to ask for help.

- **Procedures for Responding to Allegations or Incidents of Bullying:**

The following steps are taken when dealing with bullying incidents:

- If bullying is suspected or reported, the incident should be passed on immediately to the Form Tutor, Achievement Leader or Assistant Achievement Leader, who will record a clear account of the incident on a Front Cover. The appropriate Achievement Leader or Assistant Achievement Leader will liaise with both victim and bully.
- All students concerned will be interviewed, asked to write a statement, and the incident recorded.
- SLT are informed, where necessary. Achievement Leader may decide to refer either or both the victim and/or the bully to an anti-Bullying Ambassador and a Pastoral Mentor, to focus on aspects of behaviour or self-esteem.
- Parents/carers should be kept informed.
- The Method of Shared Concern is used in all cases where the lead member of staff will discuss the issues behind the incident(s) with both bully and victim and try to reach a resolution for all parties.
- In order to encourage a positive change in the motivation of the student who has bullied and to offer support for the victim, a Restorative Justice response is undertaken. This method involves healing emotional damage and making sure that fairness and justice prevails. Its main purpose is to ensure that the student(s) who has caused the harm understands the impact of their behaviour.
- If the above fail, punitive measures will be used as appropriate and in consultation with all parties concerned. (Please see Behaviour and Discipline Policy)
- All incidents dealt with by teaching staff/associate staff must be written up on a Front Cover so that so that they can be logged.
- Sanctions may take the following forms:
 - a) a formal verbal warning noted on student record
 - b) detention or period in isolation issued
 - c) missing an activity which the student normally attends
 - d) parents/carers informed
 - e) student(s) may be formally excluded from the Academy premises **at lunchtime** for a period of up to 10 days.
 - f) if the bullying persists after a formal warning, a short-fixed term exclusion may be issued, the LA will be informed, parents/carers will be required to attend a return to Academy interview with an Achievement Leader.
 - g) if the bullying continues after this stage, the bully and parents/carers will be required to appear before a member of the Core Leadership Team, and/or the Associates' Disciplinary Group, and may be referred to the Behaviour Support Service for in Academy support.
 - e) if all the above fail, the student may be recommended for Permanent Exclusion (Please see Exclusions Policy).

Stage 1 – First time that bullying has been reported (please look at definition of bullying – please note that it is repeated and not a one-off incident). Statements taken, Front Cover completed, students meet with each other and restorative justice talks take place. Parents/carers are called. It is recorded on the bullying incident log. Detention is issued.

Stage 2 – Second time that bullying has taken place, statements taken, Front Cover completed, students meet with each other and restorative justice talks take place. Parents/carers are called in to attend a meeting with relevant Achievement Leader. It is recorded on the bullying incident log. Time in I.E. is issued.

Stage 3 – Third time that bullying has taken place, statements taken, Front Cover completed. It is recorded on the bullying incident log. A formal written warning, and a short-fixed term exclusion may be issued, the LA will be informed, parents/carers will be required to attend a return to Academy interview with either the Achievement Leader or Assistant Achievement Leader.

Stage 4 – If further bullying continues after this stage, the bully and parents/carers will be required to appear before a member of the Core Leadership Team, and/or the Associates' Disciplinary Group, and may be referred to the Behaviour Support Service for in Academy support.

If all the above fail, the student may be recommended for Permanent Exclusion (Please see Exclusions Policy).

a) In order to encourage responsible and respectful behaviour from all students, appropriate behaviour is rewarded by:

- Merit Marks/Positive Points
- Commendation postcards home

6. Support:

All members of the Academy community who have been bullied should be offered an immediate opportunity to discuss the experience with someone appropriate of their choice. They should reassure the victim and help restore their self-esteem and confidence.

7. Monitoring and Review:

This policy will be reviewed via bullying record books, the student questionnaire and Mentor time discussions. Feedback from this information, with recommendations, will be presented in SLT meetings, Directors of Faculty and Achievement Leader meetings and Academy council. Action from the recommendations will then be agreed and actioned by SLT.