



# Anti Bullying Procedure

Partner school

John Taylor Multi Academy Trust



## **1. Introductory Statement**

This Anti-Bullying procedure sets out, in writing, the framework within which the whole school community of Chase Terrace Academy manages issues relating to bullying and the school's strategy to prevent bullying behaviour

### **1.1 Equality and Diversity Statement**

The Public Sector Equality Duty (PSED) - requires public bodies (including all schools) to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between different people when carrying out their activities. This policy refers to the Equality Act 2010 and shows the Academy's commitment to treat all its community members and visitors fairly.

Chase Terrace Academy aims to eliminate unjustifiable discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or beliefs, sex or sexual orientation.

## **2. Our Values and Ethos**

At Chase Terrace Academy we are committed to creating a safe and inspiring place for all children to learn and develop, where children's rights are respected, their talents are nurtured and they are able to thrive as individuals and as part of a whole school community.

We strive to create a culture based on our core values of Respect, Community, Tenacity and Aspiration.

It is our duty as adults working in school to provide a safe and secure environment for all pupils. A safe school should be free from violence, should encourage a caring and respectful environment and should be physically and psychologically healthy. We must all strive to uphold this safe and healthy environment.

At Chase Terrace Academy we believe that all forms of bullying are unacceptable and should not be tolerated. We want all children to be and feel safe from bullying and all forms of discrimination. We want everyone who works with children to take bullying seriously and know how to resolve it positively. As bullying happens at all levels of society, we seek to empower our pupils to challenge, remedy and prevent bullying, creating a culture where every child is treated with dignity and respect and takes seriously their responsibility to treat others in the same way.

We know pupils are not born to be bullies and as an Academy we endeavour to support both the person carrying out bullying behaviour, and the pupil being bullied. We want all pupils to feel supported and guided in becoming happy, healthy and kind adults. We are committed to the inclusion and respect for all people regardless of gender, race, sexuality or disability and any incidents of bullying are investigated thoroughly and taken very seriously.

### **3. What Is Bullying?**

Although there is no legal definition of bullying, Chase Terrace Academy defines bullying as any repeated and targeted behaviour which is intended to hurt someone either physically or emotionally. This definition of bullying applies to all pupils.

This procedure will apply at any point whilst a child is registered as a pupil at our Academy. All staff are trained to be vigilant about all forms of bullying and/or child on child abuse. Bullying may include, but is not limited to:

#### **Type of Bullying Definition:**

**Emotional:** Being unfriendly, excluding, tormenting, teasing, namecalling, isolating another pupil, deliberately saying emotionally distressing or provocative things, spreading rumours.

**Physical:** Hitting, kicking, pushing, taking another's belongings, any use of violence.

**Racial:** taunts, graffiti, gestures.

**Sexual:** Explicit remarks, homophobic comments, display of sexual material, sexual gestures, unwanted physical attention, comments about sexual reputation or performance, or inappropriate touching.

**Direct or indirect verbal name-calling, sarcasm, spreading rumours, teasing.**

**Cyber-bullying:** Bullying that takes place online, such as through social networking sites, messaging apps or gaming sites.

Bullying is often unprovoked yet is sometimes targeted at individuals due to reasons including, but not limited to:

- Race, ethnicity, religion or cultural heritage
- Sex or gender
- Sexuality and/or the expression thereof
- Disability
- Physical appearance
- Family background

We believe that any behaviour which intends to cause harm or upset is unacceptable and that all forms of discrimination are wrong. Though bullying, by definition, is the repeated performance of these behaviours, the Academy will have behaviour procedures detailing how these behaviours will be handled in one-off or sporadic instances.

By law, Headteachers have the power to respond to and manage pupil behaviour outside of school sites. The definition of bullying shared above is therefore applied both on and off the premises of our Academy and the seriousness of an allegation will never be lessened by it taking place off-site.

The Academy stands firmly opposed to bullying of any nature for any reason. This procedure is designed to:

- Make clear the position of the Academy on issues of bullying and discrimination.
- Ensure pupils, staff and all stakeholders in our Academy understand our definition of bullying.
- To ensure all pupils, staff and stakeholders understand how to report bullying.
- To outline the position of the Academy on preventing and responding to allegations of bullying.

#### **4. Preventing Bullying**

The Academy takes bullying very seriously and will always work to prevent bullying before it occurs or to prevent its escalation. The Academy believes that the key to preventing bullying is to create an inclusive school in which all pupils, staff and stakeholders believe they will be listened to, and live by our values.

We recognise that in our preventative approach to bullying we should provide pupils with the opportunity to discuss the topic in an open and safe environment. To embed this, we have many anti-bullying activities which are delivered through Personal Development time, assemblies and PSHE lessons. We also ensure that every pupil knows where, when and to whom they can talk to regarding incidents of bullying. Pupils must feel confident that talking to adults is the right course of action if they witness or experience bullying in any form.

Our Academy uses a range of strategies to prevent bullying including, but not limited to:

- Effective leadership which promotes a zero-tolerance approach to bullying and all forms of discrimination.
- The implicit and explicit teaching of acceptable social behaviours and interactions to pupils.

The creation of an inclusive school environment through:

- The explicit teaching of diversity, tolerance and difference in classes such as PSHE and throughout the wider curriculum and instilling British Values through Personal Development.
- Staff being trained, informed and educated about issues surrounding diversity, tolerance and difference.
- The building and sustaining of positive, open and supportive relationships with pupils, staff and stakeholders to ensure all those subject to bullying or discrimination, those who are aware of it, or those who are aware of the potential for it are able to share without fear of reprisal or lack of action.
- The regular and timely sharing of information about pupils between staff and stakeholders.
- Training of staff to understand the signs of bullying and to ensure staff understand the Academy's definition of bullying.
- Clear communication regarding the consequences for pupils who are found to be, or believed to be, bullying someone else.

## **5. Reporting Bullying**

The Academy takes all allegations of bullying very seriously.

Pupils can report bullying to any member of staff at the Academy. This is then passed to the pupils' Year team to complete a thorough investigation.

Pupils are expressly discouraged from responding to bullying themselves and should always report incidences of bullying in line with the Academy's procedures.

The Academy encourages pupils to disclose acts of bullying and this is encouraged through using Tootoot, an Application that allows the disclosing of incidents anonymously. If the Academy deems the risk significant then they waive the right to anonymity for safeguarding reasons.

All reported incidents of bullying are recorded on MyConcern, the Academy's safeguarding recording package. A report can be run from Admin dashboard to ascertain the areas of concern and incident types.

## **6. Responding to Bullying and Allegations of Bullying**

The Academy will always seek to understand the details of any allegation of bullying and the role of anyone named in an allegation of bullying. Bullying should always be reported to a member of staff and the initial investigation should always be left to the pupil's Head of Year/Student Support Officer in the first instance.

The pupil's Head of Year/Student Support Officer should ensure open and regular communication with pupils, staff and stakeholders regarding the investigation, its progress and its findings.

Any forms of bullying are taken extremely seriously by the Academy and are dealt with on a case by case basis. When incidents of bullying are reported, the Pastoral Team take swift action to put in the place the appropriate levels of support and sanction.

The list below are some of the actions taken when a concern is reported:

- Listen to the pupil's account of the incident.
- Reassure the pupil that reporting the bullying incident was the right thing to do.
- Make it clear to the pupil that he or she is not to blame for what has happened.
- Make a note of what the pupil says.
- Speak with those pupil(s) involved in the alleged bullying and any potential witnesses.
- Check CCTV for evidence if appropriate.
- Issue the appropriate sanction where required.
- Explain that the pupil should report any further incidents to the Pastoral Team or any other member of staff immediately.
- Check up on the pupil at an appropriate future date to ensure that bullying does not persist.
- Put any further support in place for all parties where appropriate.

We will always keep parents informed of any incidents of bullying reported and ensure parents are kept up to date with any investigations and the final outcome.

## **7. Dealing with Incidents of Cyber Bullying (Social Media)**

The Academy will advise pupils involved in cyberbullying incidents to:

- Avoid retaliating or returning messages.
- Check what information is in the public domain.
- Keep any relevant evidence.
- Prevent the incident from recurring, for example by changing contact details and blocking contacts and reporting the incident to Police, if appropriate.

Where there is evidence that a phone has been used in a cyberbullying incident, staff can use disciplinary powers to confiscate the phone pending further investigations.

## **8. Bullying Outside the Academy**

The Academy has the responsibility and the authority to ensure pupils behave outside of the premises; this includes incidences of bullying or harassment (Section 89 clause 5 of the Education and Inspections Act 2006). Action will be taken in accordance with the JTMAT Antibullying Policy and Chase Terrace Academy Behaviour Guidance and Procedures, and any other relevant documentation regarding incidences of bullying that occur outside the Academy. The Academy's staff can also choose to report bullying (either on or off the premises) to the police if they feel this is appropriate.

## **9. Responding to victims of bullying**

The Academy will listen to all allegations of bullying and will always support the victim of bullying to recover from their experience.

All those who have been subjected to bullying will be offered the opportunity to speak to someone about the incident, wider experience and the impact bullying has had on them.

Our Academy will be flexible and innovative in finding resolutions to bullying but this should always include, as a minimum, a restorative process in which the alleged perpetrator understands the impact their actions have had on the person that has been bullied.

The victims of bullying will be able to access ongoing support until they feel they are fully recovered from their experience of bullying and their Head of Year/Student Support Officer and safeguarding team will be able to refer victims of bullying to third-party agencies or services from the local authority which may offer further support if required.

## **10. Responding to the Alleged perpetrators of Bullying**

The Academy will always seek to understand why the alleged perpetrator of bullying has behaved as they have. The aim of our response to bullying is to change the behaviour of the alleged perpetrator through an understanding of their actions, why they have behaved this way and the consequences of their actions.

All those accused of bullying will be offered the opportunity to speak to someone about the incident, their wider experience and any other issues which may be affecting their behaviour.

Though our Academy is aiming to change the behaviour of the alleged perpetrators of bullying, the Academy also supports and encourages the use of sanctions in response to bullying. This is particularly true where bullying is persistent. Sanctions for bullying can range from detentions to suspensions and this is determined on a case by case basis.

## **11. Responsibility for Responding to, the Prevention of and the Response to Allegations of Bullying**

### 11.1 The Headteacher

The Headteacher has a legal responsibility to ensure their Academy has an Anti-Bullying procedure in place. The Headteacher will ensure that:

- All staff are trained in how to identify, report and respond to incidences of bullying.
- The development of anti-bullying strategies is discussed with the Academy's leadership team.
- Any sanctions for bullying appropriately reflect the nature of the incident.
- Any complaints about the efficiency or effectiveness of investigations into bullying are listened to and responded to.

### 11.2 Leadership Teams

The AHT responsible for Behaviour and Values will ensure all incidents of bullying which are reported are investigated thoroughly and the relevant sanctions are put in place. They will work with all staff to ensure they are trained on spotting the signs of bullying through staff CPD and communicate with parents on how they can support their children.

### 11.3 Pastoral Staff

Pastoral staff are responsible for investigating incidents of bullying. They will work alongside Senior leaders to ensure the appropriate sanctions are put in place and will meet with families to update them on the outcome.

They will also ensure the right level of support is put in place for all parties involved in the incidents.

### 11.4 All staff

All staff are responsible for the day-to-day implementation of the Anti-Bullying Policy and procedures. All staff are expected to be vigilant and persistent in identifying, reporting and supporting those involved in bullying. Staff are expected to act as role models, take all accusations seriously and enforce policies. Through training, they are expected to know and set high expectations and standards, and ensure they are looking after the wellbeing of every pupil.

Staff may be required to create class rules that adhere to and support the whole-school policy, especially when covering topics that may be of a sensitive nature.

### 11.5 Parents and Carers

We strongly believe that working with parents is the best way to keep our pupils safe.

Parents and carers are expected to respect the school rules, support staff, communicate regularly, and encourage their children to speak up. Further support for parents can be found in the working with Parents and Carers section.

We understand that this can be a very difficult and emotive issue and we always work hard to resolve incidents quickly. In the same way that we treat all of our pupils with respect, we also expect the same of parents when dealing with our staff.

### 11.6 Bystanders

We expect all pupils to report any incidents of bullying they see/become aware of. This can be reported to any member of staff and will be investigated by the Pastoral team, this can also be communicated through the Application 'Tootoot', which ensures anonymity. All pupils should be aware that there is no such thing as an innocent bystander and the school neither condones nor ignores bullying. We should all be committed to ensuring that every pupil receives their education in a safe environment free from humiliation, oppression or harassment.

## **12. Support for Pupils, Parents and Carers**

For parents and carers, it can be very concerning if they feel their child is being bullied. If parents/carers notice that their child is feeling withdrawn, isolated or showing other emotions that are not usual of their child, they should try to talk to them to ascertain the reasonings. Their child may be feeling very anxious about going to school or they may be notified by a teacher their schoolwork has changed, and this may be a potential sign of bullying. It may not be bullying and there may be other issues that their child is struggling with so it is important to avoid coming to conclusions but investigate why they are feeling the way they are.

Some of the signs below might not be applicable and there could be other worries a child is facing, and they may display similar emotions or actions as listed below.

Parents/carers should speak to their child if they are worried about them.

### 12.1 Emotional Signs of Bullying

- Isolating themselves and not talking to the family.
- Feeling withdrawn and spending more time alone.
- Changes in eating habits.
- Changes in behaviour such as feeling angrier than usual.
- Avoiding social media.
- Not seeing their friends after school or at weekends.
- Anxiety and nervousness that was not displayed previously.



## 12.2 Physical Signs of Bullying

- Bruises, cuts and marks that cannot be explained.
- Issues with their sleep.
- Complaining of headaches or stomach aches.
- Bedwetting.
- Suddenly doing less well at school.
- Anxious about going to school and saying they are feeling unwell more than usual.
- Items that are stolen that cannot be easily explained.
- Missing money that could have been stolen.
- Damaged possessions such as bags, uniforms, etc.
- Not taking part in after school clubs.

There could be other reasons for these signs, therefore it is important to try to avoid jumping to conclusions and parents/carers should ask themselves the following questions:

- Is there anything else bothering my child?
- Have there been changes at home/outside of school which could be a cause for behavioural change?

If there have not been any other changes and parents/carers suspect bullying may be the cause of the distress and anxiety, it is important to try and act as soon as possible and informing school promptly, plays a vital step in this. The pupil's Head of Year/Student Support Officer will always be able to support parents/carers and their child if they have any concerns.

There are steps we can all take to keep children and young people safe from bullying.

Parents/carers should:

- Be available for their child to talk to them about their worries and make sure they know where they can go to for support. This could be the parent or a teacher they trust.

## 12.3 Support for Pupils

It is really important to know that ignoring bullying will not make it go away. Pupils need to tell someone about what is happening. If the bullying is happening at school, it is important to talk to their parents or carers and their Head of Year/Student Support Officer. This will allow pupils to share how they are feeling and allow adults to begin supporting them and investigate the issue.

If bullying is happening outside of school, school will always support pupils with any incidents of bullying whether they happen in school or out of school. Again, it is extremely important to talk to parents or carers and the Head of Year/Student

Support Officer. School will always aim to support pupils and will work with them to ensure they feel safe outside of school.

If the bullying is happening online, pupils should always tell a trusted adult. This could be their parents or carers, and a teacher. They can report abusive posts on Facebook and other social media platforms directly to the social media platform. They can also report abuse to CEOP (Child Exploitation and Online Protection Centre).

The platforms to report bullying throughout the Academy allow pupils to be able to approach any stakeholder within the Academy for support or to use the online application 'Tootoot'.

Pupils should keep reporting the bullying until it stops. It is important that they know that bullying should not take place and if it does there is support out there for them.

### **13. Working with Parents and Carers**

At the Academy we firmly believe that parents and carers play a vital role in supporting the Academy when dealing with incidents of bullying. We expect all adults to be role models to our pupils and therefore expect all adults to mirror the behaviour we expect of our pupils.

As an Academy we ask for parents and carers to support with tackling incidents of bullying by:

- Working with the Academy in dealing with incidents of bullying.
- Encouraging parents who suspect that their Child is bullying or being bullied to immediately contact the Academy and make an appointment to see a member of the relevant Pastoral Team.
- Notifying the school if they have any concerns. Parents, carers and families are often the first to detect signs of bullying. Common physical symptoms include headaches, stomach aches, anxiety and irritability.
- Ensuring their child is not on social media if they are not of the appropriate age (age restrictions for the most popular social media platforms can be found below).
  - Facebook 13+
  - Snapchat 13+
  - Twitter 13+
  - Instagram 13+
  - TikTok 13+
  - YouTube (to comment, share or post videos) 13+
  - WhatsApp 16+
- Monitoring their child's social media platforms and encouraging them to talk to you about any concerns they have.
- Having regular conversations with their child to discuss the impact bullying can have on others.

To support parents and careers we will endeavour to:

- Raise awareness of bullying amongst all staff, pupils and parents sharing a commitment to combat it to make the Academy a happy safe environment for everyone.
- Keep parents and carers informed of incidents and ensure they are involved in discussions.
- Work with parents to discuss how we can work together to stop the bullying within our school.

#### **14. The Law**

Some forms of bullying are illegal and must be reported to the police. These include:

- Violence or assault.
- Theft.
- Repeated harassment or intimidation, e.g. name calling, threats and abusive phone calls, emails or text messages.
- Hate crimes.

In these instances, we work very closely with our local PCSO to ensure we support families and support them when reporting any concerns to the police. As an Academy we pride ourselves on the support we offer the young people we serve. We have a robust structure of mentoring programmes which are aimed at supporting pupil's confidence and help ease any anxieties they may have. These mentoring services are only put in place following consultation with parents and pupils but the impact these can have on young people has been very positive. These services are open to both all parties involved in the incidents. As an Academy we initially use restorative practices to help pupils understand where the behaviour has not been acceptable and thus encourage them to understand the impact of their behaviour on themselves and others.

The whole school community (parents, pupils, teaching and support staff) has a role to play in combating bullying. Please see appendix 1 for where parents, carers or pupils can go for additional support.

Links between Chase Terrace Academy Anti-Bullying Policy and other Academy policies.

Please refer to: <https://chaseterraceacademy.co.uk/our-school/policies/>

Guidance documents to which this policy refers:

- Department for Education: Suspension and Permanent Exclusion from maintained
- schools, academies and pupil referral units in England, including pupil movement.
- Department for Education: Searching, screening and confiscation. Advice for schools.
- Department for Education: Preventing and tackling bullying. Advice for headteachers, adults and governing bodies.
- Department for Education: Use of Reasonable Force. Advice for headteachers, adults and governing bodies.

- Department for Education: Behaviour in schools. Advice for headteachers and academy adults
- Department for Education: Keeping children safe in education. Statutory guidance for Schools and colleges

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## Appendix 1

Family Lives (previously Parentline Plus) 0808 800 2222 - gives support and advice for parents on any aspect of parenting and family life, including bullying.

Contact has a helpline for families with disabled children - they can give advice on bullying issues. You can contact them on 0808 808 3555 and visit their website for more information.

The Child Exploitation and Online Protection Centre (CEOP) Provides help and advice on cyberbullying, the Centre maintains a website called Think U Know for children and young people, and parents and carers about staying safe online.

Internet Matters Provides regularly refreshed content to support parents and carers with all aspects of e-safety. Includes lots of advice on technology that can help you to protect your child online and helpful content relating to cyberbullying.

Kidscape Provide workshops for children that need support with bullying issues as well as a helpline for parents and carers

NSPCC and O2 have a free online safety helpline for parents and carers - 0808 800 5000

YoungMinds parent helpline: <https://youngminds.org.uk/find-help/for-parents/parentshelpline/>

PACE (Parents Against Child Exploitation) have a parent helpline that can provide advice about online safety <https://paceuk.info/for-parents/telephone-support/>

Report Harmful Content Online (provided by the UK Safer Internet Centre and South West Grid for Learning) have a website which has support about reporting content: <https://reportharmfulcontent.com>

Tootoot – Chase Terrace Academy's online / Application for reporting incidents. <https://tootoot.co.uk/login/>