

# Stewards Academy

Parnall Road  
Harlow  
Essex  
CM18 7NQ



<b>POLICY NAME</b>	Anti Bullying Policy			<b>POLICY NO.</b>	
<b>EFFECTIVE DATE</b>	12/7/2023	<b>DATE OF LAST REVISION</b>	June 2023	<b>VERSION NO.</b>	2
<b>REVIEW FREQUENCY</b>					
<b>ADMINISTRATOR RESPONSIBLE</b>	Headteacher		<b>CONTACT INFORMATION</b>		
<b>APPLIES TO</b> apply group names to define applicable areas of staff					
<b>GROUP 1</b>		<b>GROUP 2</b>		<b>GROUP 3</b>	
<b>GROUP 4</b>		<b>GROUP 5</b>		<b>GROUP 6</b>	

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Pupils and Curriculum	09/06/22	Created as a separate policy	Headteacher / Optimus
2	Trust Board	12/7/23	Reviewed and updated by the DSL	Headteacher / Optimus

# STEWARDS ACADEMY

## Anti-bullying policy

### 1. Position and values

This policy will help staff to achieve the vision of the school:

*'We measure success by the way we touch people's lives: nurturing, challenging and creating opportunities to grow and learn, leading to safe fulfilling and purposeful lives.'*

This will ensure that the school provides an environment where every pupil can feel:

- safe
- healthy
- able to enjoy and achieve
- able to make a positive contribution.

To protect the rights of all pupils to have a safe and secure learning environment Stewards Academy will continuously work towards preventing acts of bullying, harassment, and other forms of aggression and violence as these behaviours are unacceptable and interfere with both our school's ability to educate pupils and a pupil's ability to learn. If such a case arises, the staff at Stewards Academy will follow the anti-bullying guidelines laid out in this policy. This will enable staff to:

- identify pupils displaying unacceptable behaviour and know how to support them in order that they develop the necessary skills to participate in the school community effectively and positively
- keep all other pupils safe, happy, and confident
- identify signs that indicate that a pupil may be experiencing bullying but are not reporting it.

### 2. Clarification of terms

#### Definition of bullying

Bullying is the repeated and intentional hurting of one person or group by another person or group., where the relationship involves an imbalance of power. It can happen face to face or online.

#### Forms of bullying

- **Physical:** Deliberately hurting particular pupils on a regular basis: pushing, kicking, hitting, pinching, tripping, spitting or any other form of violence or physical force
- **Verbal:** Using language in a derogatory or offensive manner, such as name-calling, sarcasm, personal threats, nasty comments or 'jokes' or persistent teasing and taunting.
- **Indirect / Social:** Not being spoken to or being excluded, or left out of activities, gossiping, spreading rumours, dirty or intimidating looks, gestures
- **Damage to Property:** Damaging, interference, withholding, demanding, or stealing of personal possessions, money and loaned or allocated equipment/resources, graffiti
- **Cyberbullying:** Internet, Mobile Phones, social media (see below)

- **Sexual:** Suggestive sexual comments or innuendo including offensive comments about sexual reputation, or using sexual language that is designed to subordinate, humiliate, or intimidate, groping, inappropriate touching. **Please refer to the Harmful Sexual Behaviour Policy.**
- **Peer on Peer Abuse:** This form of abuse occurs when there is any kind of physical, sexual, emotional or financial abuse or coercive control exercised between pupils both on and offline.

Bullying can also be prejudice-based:

- bullying related to ethnicity, religion, or culture
- bullying related to special educational needs or disability
- bullying related to appearance or health
- bullying related to sexual orientation
- Bullying related to gender identity
- bullying of young carers or looked after pupils, or related to home problems

### **Definition of cyber-bullying**

Cyber-bullying is the use of technology such as mobile phones, email, chat rooms or social media sites such as Facebook and Twitter to harass, threaten, embarrass, intimidate or target a pupil. Unlike physical bullying, cyber-bullying can often be difficult to track as the cyber-bully (the person responsible for the acts of cyber-bullying) can remain anonymous when threatening others online, encouraging them to behave more aggressively than they might face-to-face.

### **Types of cyber-bullying**

- **Flaming:** Online fights usually through emails, instant messaging or chat rooms where angry and rude comments are exchanged.
- **Denigration:** Putting mean online messages through email, instant messaging, chat rooms, or websites set up to make fun of someone.
- **Exclusion:** Intentionally leaving someone out of a group such as instant messaging, friend sites, or other online group activities.
- **Outing:** Sharing secrets about someone online including private information, pictures, and videos.
- **Trickery:** Tricking someone into revealing personal information then sharing it with others.
- **Impersonation:** Pretending to be someone else when sending or posting mean or false messages online.
- **Harassment:** Repeatedly sending malicious messages to someone online.
- **Cyber-stalking:** Continuously harassing and denigration including threats of physical harm.

### **Actions NOT considered to be bullying**

All pupils have upsets and squabbles; these are not classed as bullying and are dealt with through the Behaviour Policy. Actions not considered to be bullying are:

- not liking someone
- teasing and banter between friends without intention to cause hurt
- being excluded (unintentionally)
- accidentally bumping into someone

- a single act of telling a joke about someone
- arguments
- expression of unpleasant thoughts or feelings regarding others
- isolated acts of harassment, aggressive behaviour, intimidation, or meanness including dirty looks.
- behaviour that everyone has consented (agreed) to and is involved

### **Reasons for bullying**

Some reasons why pupils might bully someone include:

- they think it's fun, or that it makes them popular or cool
- they feel more powerful or important, or they want to get their own way all the time
- they feel insecure or lack confidence or are trying to fit in with a group
- they are fearful of other pupils's differences
- they are jealous of another pupil
- they are unhappy
- they are copying what they have seen others do before, or what has been done to them.

### **The effects of bullying**

- helplessness, decreased self-esteem and loneliness
- loss of interest in activities they used to enjoy
- unexplainable injuries
- lost or destroyed clothing, books, electronics, or jewelry
- frequent headaches or stomach aches, feeling sick or faking illness
- changes in eating habits, like suddenly skipping meals or binge eating. Pupils may come home from school hungry because they did not eat lunch
- difficulty sleeping or frequent nightmares
- declining grades, loss of interest in schoolwork, or not wanting to go to school
- sudden loss of friends or avoidance of social situations
- self-destructive behaviors such as running away from home, harming themselves, or talking about suicide.

### **Definitions**

We define pupils involved in an identified incident of bullying as:

- A target – a pupil who is being bullied
- A perpetrator – a pupil who is bullying another
- A participator – a pupil who is participating in the bullying but not actively responsible, including those who spread rumours or records incidents on their phone

- A bystander – a pupil who is aware and watches the associated incidents or is aware and doesn't report it
- An upstander – a person who does not tolerate bullying or unkindness of any form and reports this to a member of staff

### **3. Roles and responsibilities**

The Education Act 2002, Education and Inspections Act 2006 and Equalities Act 2006 all make reference to a school's legal responsibility to prevent and tackle bullying. By law, all state schools must have a behaviour policy in place and displayed on their website and must also follow anti-discrimination law. This means staff must act to prevent discrimination, harassment and victimisation within the school.

Stewards Academy have also developed this anti-bullying policy, a copy of which is available from the school office and on the school website for parents, staff and pupils to access when and as they wish.

Schools have the legal power to make sure pupils behave and do not bully outside of school premises, for example on public transport or in nearby public communal areas. If seen as appropriate the headteacher or staff can choose to report bullying to the police or local council. During school hours, including while pupils are taking part in school visits, after school clubs and cyber bullying the school has direct responsibility to ensure pupils feel safe and secure.

#### **The role of governors**

The governing body supports the headteacher in all attempts to eliminate bullying from the school. The governing body will not condone any bullying at all, and any incidents of bullying that do occur will be taken very seriously and dealt with appropriately.

The governing body monitors incidents of bullying that do occur and reviews the effectiveness of this policy regularly. The governors require the headteacher to keep accurate records of all incidents of bullying and to report to the governors on request about the effectiveness of the school's anti-bullying strategies.

A parent/carer who is dissatisfied with the way the school has dealt with a bullying incident can make a complaint to the chair of governors. The complaint will be dealt with in accordance with the complaints policy which can be accessed from the school's website.

#### **The role of the headteacher**

It is the responsibility of the headteacher to implement the school's anti-bullying strategy, to ensure that all stakeholders are aware of the school policy, and that they know how to identify and deal with incidents of bullying. The headteacher will report to the governing body about the effectiveness of the anti-bullying policy on request. Although the headteacher has overall responsibility, they may have nominated a staff member to implement the anti-bullying policy.

It is the headteacher (or designated member of staff) who must ensure that all pupils know that bullying is wrong, and that it is unacceptable behaviour in school. The headteacher will draw the attention of pupils to this fact at suitable moments. For example, the headteacher may decide to use an assembly or Community Briefing as the forum in which to discuss with the pupils why bullying is wrong.

The headteacher will ensure that all members of staff receive sufficient training to be equipped to identify and deal with all incidents of bullying.

The headteacher will set the school climate of mutual support and praise for success, so making bullying less likely. When pupils feel they are important and belong to a friendly and welcoming school, bullying is far less likely to be part of their behaviour.

#### **The role of the staff**

Members of staff will do all that they can to eradicate bullying; they will ensure that they follow the school's anti-bullying policy.

All members of staff will routinely attend training that equips them to identify bullying and to follow school policy and procedures with regard to behaviour management.

Staff will use a range of methods to help prevent bullying and to establish a climate of trust and respect for all. They will use drama, role-play, stories etc. within the curriculum, to help pupils understand the feelings of bullied pupils and to practise the restraint required to avoid lapsing into bullying behaviour. Ring fenced time will also be used to praise, reward and celebrate the successes of all pupils (such as celebration evenings or assemblies) and thus to help create a positive atmosphere.

Members of staff will keep a vigilant watch on suspected 'bullies'; any incidents will be handled carefully. It is important that the pupil responsible for initiating the bullying is dealt with appropriately. The person dealing with the incident will need to collect all the relevant information and then provide the headteacher with a copy in order that he/she can decide on an action. All cases are individual and various strategies will be employed by the headteacher to address the issue.

Teachers and support staff will do all they can to support a pupil who is being bullied.

### **Bullying in the workplace**

Incidents, where it has been deemed that a member of staff has been bullying a pupil, will be taken very seriously. The headteacher, with the support of the governing body, will deal with this; formal action will be taken where necessary. Such action will also be taken if it is deemed that a member of staff is bullying other members of staff.

In the event of the headteacher being involved in such incidents, reports will be given immediately to the chair of governors who will also take formal action where necessary.

If you are a member of staff who is experiencing bullying (by other adults or students), you should inform your line manager, a member of the senior leadership team or your union representative as soon as possible. You can contact the governors if you feel the situation is unresolved. For visitors to the school, any concerns should be directed to the headteacher (or other appropriate member of staff).

### **The role of parents/carers**

Parents/carers, who are concerned that their pupil might be being bullied or who suspect that their pupil may be the perpetrator of bullying, should contact their pupil's form teacher, year or PSM immediately in a calm manner. If they are not satisfied with the action taken they should contact the headteacher. If they remain dissatisfied, they should follow the academy's complaints procedure. Parents/carers have a responsibility to support the school's anti-bullying policy by actively encouraging their pupil to be a positive member of the school and this expectation of support is outlined in the home/school agreement (if they have one).

### **The role of pupils**

Pupils are encouraged to tell somebody they trust such as a teacher, PSM, or member of the Leadership Team, if they are being bullied, and if the bullying continues they must keep on letting people know.

Pupils are also encouraged to participate fully in activities that raise their awareness about bullying in order that they clearly understand what to do if they, or another pupil, are being bullied.

## **4. Cyber bullying**

Stewards Academy has separate policies related to e-safety addressing the use of mobile technology, social media, appropriate online activity, security, access and monitoring procedures in place. The ICT code of conduct is displayed prominently in all ICT classrooms and is explained and discussed with pupils in assemblies, Ethics and Values (PSHE) classes and IT classes.

## 5. Reporting, sanctions, and monitoring

All members of Stewards Academy are encouraged to challenge all forms of bullying including prejudice-based bullying if they come across it.

### How to report bullying

1. An allegation of bullying can be reported by a pupil to any member of staff. A parent can also make an allegation to their pupil's form tutor (or to their PSM in the case of safeguarding concerns).
2. In both cases the member of staff will take it seriously, providing support and reassurance, and act as quickly as possible to establish the facts. If there are any immediate concerns for the pupil's safety, this will be dealt with in the first instance. They will then discuss the issue with the pupil/parent to ascertain if it is indeed bullying. This may also involve talking to other pupils or staff to understand the situation.
3. If the issue is not deemed bullying the member of staff will either deal with the issue at hand personally, (wherever possible), or refer the issue to the pupil's form tutor or PSM.
4. Allegations or identified issues suspected to be bullying will be referred immediately to the pupil's PSM (or PL/APL) either via email or in person.
5. The PSM has overall day-to-day responsibility for dealing with reported incidents and will forward details to the relevant member of staff to investigate.

### Procedures

The following steps must be taken when dealing with incidents of bullying:

1. If bullying is suspected the PSM (or PL/APL) must be informed immediately.
2. Reassurance needs to be given to the victim that the situation will be investigated.
3. A clear account of the incident will be recorded in writing either by the target or the member of staff recording the target's verbal statement
4. The PSM (or PL/APL) will interview all concerned and will record the incident on ClassCharts and in the academy's Bullying and Serious Incident Log
5. Parents of both the target(s) and the perpetrator(s) will be kept informed by the PSM
6. Staff will be kept informed and asked to monitor the situation
7. It will be made clear to the perpetrator that this behaviour will not be tolerated. If there is a group of people involved, they will be spoken to individually and as a whole group. It is important that children who have harmed another, either physically or emotionally, redress their actions, and the school will make sure that they understand what they have done and the impact of their actions
8. A range of sanctions will be used as appropriate. These sanctions could include verbal or written warnings, restrictions of break and lunchtime activities, seclusion, fixed term and in the event of persistent bullying, permanent exclusion. Where appropriate the headteacher may inform the police. Such incidents include:
  - violence or assault,
  - theft
  - repeated harassment or intimidation, for example name calling, threats and abusive phone calls, emails, or text messages
  - hate crimes.
9. A restorative meeting or conference will be considered as an intervention if all parties agree to the process
10. Student Contracts may be drawn up and agreed and signed by the perpetrators and sometimes the target
11. A risk assessment may also be drawn up for both the target and the perpetrator.
12. Other support may be provided for both the target(s) and the perpetrator(s), with possible referrals to outside agencies
13. Follow-up checks may take place with the target
14. Recorded issues will be reviewed regularly by the PSM and Safeguarding Team

This school has set procedures to follow in implementing sanctions where a bullying incident has occurred, as described above sanctions are applied in appropriate proportion to the event. In the event of all other avenues being exhausted, or in particularly serious cases that lead to exclusion, governors will examine the evidence that a wide range of strategies had been tried and failed to affect a positive change in the bullying behaviour.

## **Monitoring, evaluation and review**

1. Governors, the headteacher and relevant staff will review this policy biannually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.
2. The school council will review the effectiveness of the policy biannually and their views given to the headteacher.
3. An approved DfE pupil questionnaire will be given to a representative cross section of students every year. The resulting data will be considered in the annual policy review and reported to governors
4. A record of all such incidents will be kept both centrally and on students' files
5. The numbers of incidents will be reported to governors annually or provided to them at any time on request
6. Bullying data and pupil questionnaires will be analysed to reflect and re-design further strategies to improve procedures

## **6. Strategies to reduce bullying**

Stewards Academy has adopted a range of strategies to prevent and reduce bullying, to raise awareness of bullying and support victims and those displaying bullying behaviour, including:

- the consistent promotion of the school's code of behaviour which requires all pupils to respect the rights of others
- the reinforcement of the clear message that violence has no place at Stewards Academy
- consultation with the 'Pupil Voice' on appropriate action
- taking part in initiatives such as Anti-Bullying Week
- training for all members of staff on anti-bullying policy and strategy
- the supervision by school staff of all social areas at lunch times and breaks
- peer mentors for KS3 pupils
- providing information to all parents on the symptoms of bullying and the steps to take if they suspect their pupil is being bullied
- a clear policy of mobile phones not permitted to be in use during school hours
- the celebration of all student's backgrounds and cultures through assemblies
- the training of a cross section of students as anti-bullying ambassadors
- during assemblies and Ethics and Values, discuss and explore bullying issues with the pupils
- raising awareness of cyber bullying and teaching pupils to safely use technology (including mobile phones, email, internet)
- clarifying that the terms rat, grass, 'snitch' and 'snake' are unhelpful and that talking to members of staff is the courageous and strong action to take and this is our ethos and culture at Stewards
- all websites accessed in school are screened. This software screens the language used in all documents, emails, and websites. Rude or offensive emails, websites, documents are sent to the headteacher. Action will be taken and recorded
- effective recording systems
- work with multi-agency teams including police and pupils' services as appropriate
- contacting the parents of both the pupil being bullied and the bully
- challenge sexual content within verbal abuse especially challenging the word 'gay' and other homophobic language.

## **6. Useful websites**

[www.bullying.co.uk](http://www.bullying.co.uk)  
[www.anti-bullyingalliance.org.uk](http://www.anti-bullyingalliance.org.uk)  
[www.pupilline.org.uk](http://www.pupilline.org.uk)  
[www.kidscape.org.uk](http://www.kidscape.org.uk)  
[www.each.education](http://www.each.education)  
[www.youngminds.org.uk](http://www.youngminds.org.uk)  
[www.youngstonewall.org.uk](http://www.youngstonewall.org.uk)  
[www.nspcc.org.uk](http://www.nspcc.org.uk)



[www.stoptextbully.com](http://www.stoptextbully.com)  
[www.beyondbullying.com](http://www.beyondbullying.com)  
[www.pupilnet-int.org](http://www.pupilnet-int.org)  
[www.cyberbullying.org](http://www.cyberbullying.org)  
[www.chatdanger.com](http://www.chatdanger.com)  
[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

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