# Anti-Bullying Policy

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### History

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### Intended Audience

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### AMENDMENT TRACKER

Name of reviewer: Mr James Loten

Date of review: May 2018

Summary of all changes being proposed in this policy review:

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Aim

The aim of the Anti-Bullying Policy is to ensure that students have the opportunity to learn in a safe and supportive environment without fear of being bullied. Bullying is anti-social behaviour and affects everyone; it will not be tolerated at Harwich and Dovercourt High School.

Principles

The school will:

- Adopt a definition of bullying that is agreed across the school and accepted across the local community.
- Have a consistent approach to any bullying incidents that occur.
- Raise awareness of bullying and promote positive relationships based on mutual respect.
- Seek to involve all stakeholders in the implementation and monitoring of this policy.
- Promote positive action to prevent bullying through our PSHEE programme and related activities.
- Provide support for all members of the school community that may be involved in dealing with an incident of bullying.
- Provide appropriate training for both staff and students to support the implementation of the policy across the school.
- Ensure fair treatment for all, regardless of age, culture, disability, gender, religion or sexuality, and encourage understanding and tolerance of different social, religious and cultural backgrounds.

Definition

Local Authority Advice and Guidance (June 2009), “Dealing with Prejudice Related Incidents in Schools” defines a bullying incident as;

“A bullying incident is any incident which is perceived to be bullying by the victim or any other person”

In addition, students have suggested that bullying is:

‘A persistent, deliberate attempt to hurt or humiliate someone’

Furthermore, the school will extend these definitions by clarifying that the word persistent relates to multiple incidences over a period of time within a window of similar times and dates (i.e. repeated incidents where there are several weeks or months in between will not necessarily constitute bullying within the definitions above).

There may sometimes be a misunderstanding about the meaning of the term ‘bullying’. One-off incidents, whilst they may be very serious and must always be dealt with, do not necessarily fall within the definition of ‘bullying’. Equally, the school will recognise that ‘relational conflict’ between students does occur and such events will be dealt with. Where this form of conflict is assessed to be within the definitions above, the school will act accordingly to treat this as a substantiated incident of bullying.
There are various forms of bullying that can include:

- **Physical** – e.g. hitting, kicking, and taking belongings.
- **Verbal** – e.g. name calling, sexist, homophobic, biphobic, transphobic or racist remarks, sarcasm, teasing or other hurtful remarks.
- **Indirect** – e.g. spreading malicious rumours, excluding individuals from social groups, family feuds brought into school.
- **Cyber** – e.g. use of email, social networking sites, mobile phone messaging to spread rumours, make malicious comments.
- **Sexual** – e.g. unwanted physical contact or inappropriate/abusive comments.

Students who are being bullied may show changes in behaviour, such as becoming shy and nervous, feigning illness, and taking unusual absences. There may be evidence of changes in work patterns, lacking concentration or truanting from school. Students must be encouraged to report bullying.

All staff must be alert to the signs of bullying and act promptly and firmly against it in accordance with school policy. If unchecked, others may come to see bullying behaviour as acceptable within the school. It is not unknown for victims to become bullies of younger or more vulnerable students than themselves. Bullying can and frequently does have long term effects on victims which may affect their adult lives.

**Practice and procedures**

The following steps will be taken when dealing with incidents:

1. If bullying is suspected or reported, the incident will be dealt with immediately.
2. The member of staff needs to ensure that the student is made to feel safe at the time of disclosure and will then refer the incident to the Student Services Assistant (SSA), Assistant Head of Learning Community or Community Leader ((A)CL).
3. **A member of staff** will gather statements from all concerned and students will have the opportunity to discuss their (alleged) role.
4. An account of the incident will be given to the (A)CL. The (A)CL will appraise the SSA and Assistant Head of Learning Community.
5. The SSA or Assistant Head of Learning Community will inform parents and other staff where appropriate.
6. Upon conclusion of investigation, the (A)CL will liaise with the Deputy Headteacher in charge of Student Personal Development, Safety and Welfare.
7. Sanctions will be used as appropriate and following consultation with relevant staff.
8. **Bullying incidents will no longer be recorded, and reported, in line with the Local Authority Advice and Guidance September 2010. Racist incidents (Form R1), Disabled Incidents (Form DPR) and Homophobic incidents (Form HJPR). See Appendix A.**
9. Incidents will be logged to CPOMS and HDHS internal monitoring trackers.

**Students**

Students who have been bullied will be supported by:
Offering an immediate opportunity to discuss the experience with their SSA, Assistant Head of Learning Community, CL or another member of staff.

Continuous support in the form of:

Students who have bullied will be helped by:

- an invitation to attend the weekly health drop-in
- an invitation to attend support groups in school in order to restore self-esteem and confidence
- Referral to appropriate health professionals (e.g. EWMHS)
• Discussing what happened
• Discovering why they became involved
• Establishing the wrong doing and need to change
• Informing parents or carers to seek support to help change the attitude of the student.

Bullying is a serious offence and any of the following strategies may be used in line with the Behaviour for Learning Policy:

• Official warnings to cease offending
• Restorative Justice (RJ) sessions with the bully and the victim
• Detentions – with a written or verbal apology
• Internal isolation
• Positive Referral or Managed Move
• Fixed term or permanent exclusion
• Referral for counselling
• Parent/carer interview with a member of Senior Staff and/or the Year Leader leading to
• Parental assistance in applying support or strategies or deterrents as necessary
• continued monitoring of victim/bully individually
• Referral to external agencies e.g. Social Services, Educational Psychologist.
• Within the curriculum the school will raise the awareness of the nature of bullying through inclusion in PSHE, form tutorial time, assemblies and subject areas, as appropriate, in an attempt to eradicate such behaviour.

Monitoring and Review

This policy is a dynamic document and will be updated as new guidance is produced or, in response to research, review or other events that have not previously been covered in depth. Monitoring of the policy will involve consideration of the following data; any reduction in the number of incidents referred for attention; monitoring individual victims/bullies with a view to improved circumstances; positive feedback from parents, students and staff; monitoring of the willingness in students to report instances of concern; tracking of incidents to inform future decisions on availability of network and infrastructure that can access the internet.

What can Staff do?

For the victim:
• Bullying is NEVER the fault of the victim. This must be explained to them.
• ‘Telling’ is an obligation and NEVER ‘grassing’
• Many victims have low self-esteem. We should deal with bullying in a caring, supportive manner. The SSA or Assistant Head of Learning Community will offer a range of support services/strategies in consultation with the tutor.
• Victims are kept informed about actions taken. In all cases their parents/carers will be contacted directly by the SSA or Assistant Head of Learning Community and the student is encouraged to talk at home about it.
• Parents/Carers’ involvement is always encouraged.
• The SSA or Assistant Head of Learning Community should encourage students to meet with the bully, in the presence of a third party, to make the bully aware of the pain he/she has caused, if appropriate.
• Victims may be asked to keep a detailed diary and to report any incidents immediately
For the bully (managed by the appropriate Student Support Assistant)

- The school insists that bullies are made aware of the pain and distress they have caused. The school will offer support to the bully. The bully is also encouraged to realise the reasoning behind his/her bullying and appropriate follow-up action may be provided to help them.
- Serious bullying or repeated bullying may lead to significant consequences, the most serious of which could be exclusion from school. This would be a last resort.
- It is made clear to the bully that any form of bullying is unacceptable and that the school will not tolerate it. The bully has to offer a meaningful apology.
- The parents/carers are always involved and other agencies might be contacted.
- The bully will be monitored over a period of time.

What can Parents do?

- Encourage positive, non-violent behaviour at all times.
- Be aware of signs and symptoms, particularly a change in normal behaviour.
- Calmly listen to and support your son/daughter.
- Encourage them to let you report it.
- Make a note of what, how, who and where.
- Be aware that ignoring or hitting back can make it worse.
- Support your son/daughter by working with those trying to help.
- Use the “Whisper” reporting system.

What can the victim do?

- Know how you report bullying in school and do it
- DON’T BLAME YOURSELF
- Try to stay calm and walk away
- Share your problem with someone you trust
- Find somewhere safe
- Note where and when it happens
- Tell an adult who can do something
- Listen to suggestions
- Let the school know what might help
- Use the “Whisper” reporting system

What can the bully do?

- Ask yourself ‘Why do I do it when I know it’s wrong?’
- Tell an adult who can do something to help you stop bullying
- Listen to suggestions
- Say what might help you to stop
IF YOU KNOW SOMEONE IS BEING BULLIED DON’T STAND AND WATCH

GET HELP – DO SOMETHING - BE A FRIEND

Further support:

Childline 0800 1111
Kidscape 0207 730 33 00
Parentline plus 0808002222
The Samaritans 01206 561234 free phone 116123
Bullying UK 0808 800 2222

Useful websites for community use:

www.childnet.com
www.digizen.org
www.thinkuknow.co.uk
www.bullying.co.uk

Children should understand that they must tell an adult if they are being bullied in these ways, that they should not delete any bullying messages or texts, but they should never respond to these.

We encourage parents/carers to work with the school if there are concerns about bullying. Parents can contact the school via Student Services.

A record will be kept by the school of any official complaint made by a parent/carer. An official complaint is defined by the school as one that is received by the Chair of Governors in writing.

GOT AN ISSUE? ARE YOU WORRIED ABOUT SOMETHING? DO YOU FEEL YOU’RE BEING BULLIED OR ABUSED AT SCHOOL OR IN YOUR COMMUNITY?

WE CAN HELP: REPORT YOUR CONCERNS USING THE ‘REPORT AN ISSUE’ BUTTON AT THE BOTTOM OF EVERY PAGE ON THE SCHOOL WEBSITE. Leave us the relevant information, your name and contact details and we will respond.