



# Preventing Bullying Policy

**Lat Reviewed: April 2022**

**Signature of Chair of Governing Body:**



## Preventing Bullying Policy

### Introduction & Purpose of the Policy

King Egbert School students, staff and community work together to uphold our ERA principles:

**E Excellence** - Academic **excellence** for all

**R Respect** - Showing **respect** at all times

**A Aspirations** - All students have **aspirations** and personal goals beyond school

### Philosophy

The Preventing Bullying Policy is closely linked to the Dignity & Respect Policy and is based around the following statements of purpose:

- All bullying is unacceptable. This is regardless of who bullies or how the bullying is delivered or what reasons are given to justify bullying actions.
- School recognises the negative effect on children and young people who may be subjected to bullying. All evidence shows that students who feel safe, work harder and achieve more.
- Victims of bullying should always be treated in a supportive manner by staff. All King Egbert staff are aware of the importance of dealing with bullying incidents effectively.
- The harmful effects on school performance and social development which may be caused by bullying are recognised by the school.
- Students who bully need to change their behaviour (it is the behaviour not the person that is condemned) and they too will need support to do this. Bullying is a transient form of behaviour and students who bully need support to change that behaviour.
- Bullying is one form of peer-on-peer abuse and, as such, can manifest itself into safeguarding concerns which should be managed procedures outlined in the Safeguarding and Child Protection Policy.

**It is the responsibility of everyone within our school community to create an environment where everyone is treated equally with dignity and respect. Anyone failing to adhere to the principles set out within this policy will be held accountable for their actions. Where staff, students, governors or visitors are unclear of what is expected of them, they must seek clarification from the Headteacher or Chair of Governors, as inappropriate conduct or behaviour could result in disciplinary or legal action being taken.**

### Definition

**Bullying** is the repeated, unwanted and aggressive behaviour by one person or group towards another. This can be mental or physical bullying, online or face to face, when there is an imbalance of power in the relationship. Bullying can be **physical**, **verbal** or **psychological**. It can happen face-to-face, on-line or on social media. Bullying can take many forms, including:

- Physical bullying (hitting, kicking, theft ...)
- Verbal bullying (racist, sexist, homophobic comments and name calling)

- Indirect bullying (e.g. spreading rumours ...)
- New technology bullying (texting, happy slapping, email, social networking sites ...)

The following list gives *examples* of **bullying** and **harassment** that are considered serious and unacceptable and will not be tolerated towards any member of the school community:

- Any verbal or written comments which do not show respect, including racist, homophobic, sexist or sexual comments and those disrespecting a person's ability, religion or belief, age, socio-economic or marital status and derogatory personal comments; (this includes but is not limited to offensive jokes/language, gossip, letters, texts, emails, use of social media sites etc).
- 'Banter' which causes offence will be dealt with as unacceptable behaviour
- Swearing and name calling
- Physical threats
- Physically intimidation, e.g. invading personal space, denying privacy, use of aggressive hand gestures • Physical assault
- Inappropriate posting on Social Networking sites which could bring the school into disrepute or be deemed as bullying or a hate related comment
- Use of individual power or authority to intentionally undermine, humiliate, intimidate, embarrass or cause injury
- Shouting or speaking in an aggressive or threatening tone, either in person or over the telephone (this does not include occasions when it is reasonable or necessary for a member of staff to raise their voice e.g. when addressing a large space or to be heard over many students or to maintain safety)

### Statement of Intent

The aim of the policy is to remove all bullying behaviour at King Egbert School. We have a zero tolerance approach to bullying and all staff and the school community are committed to non-tolerance of bullying. Our objectives with this policy are:

- To further create an environment at school in which bullying is viewed as inappropriate in all circumstances and at all times.
- To provide strategies and guidance for all stakeholders on how to reduce bullying incidents. 'All stakeholders' includes students and parents. To recognise that we all have a responsibility for challenging bullying behaviour. If everyone challenges bullying in all its forms then we can create a culture within the school of respect and tolerance.
- To have a clear process by which students can report bullying incidents and to ensure that reported incidents are thoroughly investigated. All relevant stakeholders will be informed of the outcomes from the investigation. It is important that students are aware of how to inform on bullying incidents, as this can be one of the most difficult areas for students.
- To ensure that all bullying incidents are recorded. We need as a school to know what the level of bullying is like and to ensure that bullying is decreased year on year. Bullying incidents will be recorded on SIMS and CPOMS.

School has developed a wide range of initiatives in this area and the school is constantly reviewing and updating its approaches. Current initiatives include:



- Peer mediation and mentoring
- Use of referral meetings
- Anonymous email reporting referral
- Anti Bullying contracts
- Outside agencies e.g. the community police liaison officer
- Year Managers and Form Tutors
- Assemblies
- PSHE/Citizenship programme (L@KES)
- Support for both the victim and the student(s) who bully, it is important that there is an end to the incident.

### **Entitlements in King Egbert School**

Whilst a student is on the school premises or on the way to or from school, they are entitled:

- To feel safe, secure and not made to feel unhappy – at all times.
- Not to be touched against their will.
- Not to be teased about their race, gender, sexuality, disability, home life, weight, performance at school or physical appearance.
- To not be spoken about in a negative and hurtful way.
- We are further developing our culture within school which allows all students to feel safe and contented. This will further help to support the drive to improve standards.

### **Information and guidance for students**

As a member of the school, you will not have to put up with any form of bullying behaviour. We can and will help to put a stop to it. You should feel free to speak out to your parents or any teacher if you are being bullied. We can help you to cope with it straight away. When someone else is being bullied or is in distress, inform a member of staff immediately. Do not put up with bullying in your group of friends. Bullying will stop if it is dealt with by staff. Take care how you speak and act towards other students. Always aim to be considerate and helpful.

### **Information and guidance for parents**

Please encourage your child to talk to a member of staff if they have any concerns. Equally, please contact your child's form tutor to discuss any matters that concern.

#### **Support for those who are bullied**

Support for the victim of bullying is at the centre of all that we do in this area. A comprehensive programme of support for the victim of bullying is put into place and part of this programme is to ensure that the bullying behaviour is stopped. We will ensure that all parties can move forward and fulfil their potential at school. We will at all times ensure that bullying incidents are dealt with promptly and brought to a quick and satisfactory conclusion. A large number of staff can be involved in this process, including tutors, teachers, pastoral support staff, the Safeguarding Team and the Senior Leadership Team. The school will keep parents informed about incidents of bullying and the outcomes.



### Support for students who bully

We recognise that bullying behaviour is often a consequence of other factors. We want to support the student(s) who bully to modify their behaviour and to take a full and productive part in school life. Stopping bullying behaviour is a major move forward for all concerned.

To achieve this we will work closely with the students who bully to modify their offending behaviour. This programme of change will involve a number of King Egbert staff and may also involve outside parties where appropriate. We will actively encourage parent participation in this support programme.

Making bullying unacceptable is a key part of our role. We need to modify student behaviour to ensure that bullying is eradicated from King Egbert School.

### Signs and symptoms of bullying

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and should investigate if a child:

- Is unwilling to go to school;
- Is frequently absent from school;
- Changes his or her usual routine;
- Becomes anxious, withdrawn or is lacking in confidence;
- Attempts or threatens suicide or runs away;
- Frequently feels ill in the morning;
- Demonstrates changes in work patterns;
- Has possessions which are damaged or 'go missing';
- Asks for money or starts stealing money;
- Has unexplained injuries;
- Stops eating;
- Becomes aggressive, disruptive or unreasonable;
- Is bullying other children or siblings;
- Is frightened to say what's wrong;
- Is evasive or gives improbable excuses in relation to any of the above.

These signs and behaviours could indicate other problems or circumstances, but bullying should be considered a possibility and should be investigated.

### Protocol for the reporting of bullying

#### For students:

All students can report any incidents of bullying to any member of staff. If they do not wish to do this in person they can use the confidential email address [kesconfidential@ecgbert.sheffield.sch.uk](mailto:kesconfidential@ecgbert.sheffield.sch.uk)

**For all staff:**

- All members of staff must report and record any reported, disclosed or perceived acts of bullying to the appropriate year manager in person and then via SIMS and CPOMS. Staff should report and record the names of all victims and perpetrators of the bullying incident.
- If the bullying involves racist, sexist or homophobic language or actions it must be recorded.
- Staff must refer to the definition of bullying above when recording an incident of bullying.
- Staff should regularly remind students of the channels for reporting bullying – i.e. form tutors, year managers, KES Confidential, any member of staff.
- All incidents of name-calling, hiding or taking belongings must be recorded on SIMS and CPOMS to enable year managers to identify bullying.

**For Year Managers:**

- The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly.
- Support and reassurance will be offered to the bullied student by the year manager or form tutor.
- Parents should be informed and will be asked to come in for a meeting to discuss the problem.
- Year managers must review all incidents of bullying in their year group on a weekly basis.
- If the incident does not match the definition of bullying above it must be re-categorised with the appropriate SIMS code. Seek clarification from staff and students about the incident as necessary.
- Year managers must review all behaviour incidents in their year group on a weekly basis. If any meet the definition of bullying above, they should be re-categorised as bullying identifying all victims and perpetrators. Seek clarification from staff and students about the incident as necessary.
- All racist, sexist or homophobic incidents must be recorded as such whether they are bullying or not.
- All incidents of bullying should be recorded on CPOMS by the relevant year manager identifying all perpetrators and victims.
- Year managers must record actions for the perpetrators and victims on CPOMS to ensure the safety and well-being of all students and to ensure that bullying incidents are not repeated.
- Year managers must monitor the behaviour of perpetrators to ensure there are no additional incidents. Year managers must regularly check with the victims to ensure that no further incidents have occurred.

**For the Safeguarding Team:**

- The safeguarding team must regularly review the bullying notifications on SIMS & CPOMS to monitor action and identify patterns and trends.
- The safeguarding team must liaise with the year managers to support the implementation of action plans for perpetrators and victims.
- The safeguarding team must ensure the safety and well-being of all students and liaise with outside agencies (including the police) to support the needs of victims and perpetrators as necessary.

**In any case where bullying is reported or suspected, staff must follow this procedure:**

In most cases the incident will be dealt with immediately by the member of staff who is approached/confided in, or referred to the year manager;

- Listen carefully and intently;
- Reassure the child that you are sympathetic and that the problem will be resolved;

- Do not ask any leading questions;
- Do not promise to keep the issue confidential – it is important to maintain the pupil’s trust by remaining honest;
- Make a clear account of the conversation as soon as it has ended, but try to avoid taking notes during discussion;
- Report the matter as soon as is practical to the Pastoral Manager for the Key Stage
- Discuss with the Pastoral Manager how to proceed with, for example, further interviews, liaison with parents and what action is to be taken in accordance with the school’s CBM;
- Ensure that the incident continues to be fully recorded, together with details of what action has been taken;
- Liaise with the Pastoral Manager to ensure that all staff are kept informed of the incident and action taken, as appropriate;
- Remember that staff must only ever use physical intervention as a last resort, and it must be the minimal force necessary to prevent injury to another person;
- Ensure that appropriate support is provided for all parties concerned.
- Inform the parents/carers of the incident and actions to be taken for victim and perpetrator.

This policy should be read in conjunction with the Consistent Behaviour Management policy, the Safeguarding and Child Protection Policy, the Dignity & Respect Policy and the Student Code of Conduct. This policy follows the guidance and legislation set out in: DfE guidance (July 2017) ‘Preventing and Tackling Bullying: Advice for School Leaders and Governors’. Available here: <https://www.gov.uk/government/publications/preventing-and-tackling-bullying>.