



Lady Margaret School

Anti-bullying Policy for Students and Staff

Reviewed: February 2019

Next Review: Spring 2022

1 AIMS OF THE SCHOOL

As a school, we aim to give all our students a 'goodly heritage': an exceptional education, a wide range of opportunities and extra-curricular activities, and a chance to contribute to and be part of a strong community.

As a Church of England academy, we are rooted in our Christian faith, and welcoming to all. We encourage an understanding of the meaning and significance of faith, and our Christian values underpin how we work together as a community.

Aims:

1. To provide an exceptional education, with outstanding Teaching and Learning
2. To develop our students into confident, curious and compassionate young adults
3. To develop a staff team who model high expectations and who work together and support each other
4. To sustain the financial stability of our school
5. To sustain and develop our Christian ethos, as a community rooted in our faith and welcoming to all

2 PRINCIPLES

The aim of the Anti-bullying Policy for Students and Staff is to ensure that students and staff work together in a supportive, caring and safe environment without fear of being bullied.

Bullying is anti-social behaviour and can affect anyone; it is unacceptable and is not tolerated at Lady Margaret School.

Lady Margaret School believes that each member of our school is entitled to receive their education free from humiliation, intimidation, oppression and abuse. It is the responsibility of all staff that learning takes place in an atmosphere which is caring and protective.

3 PURPOSES

- To enable students to feel safe and supported as learners and members of our community
- To ensure all know and understand the rules, to keep everyone safe
- To encourage and develop further a caring and respectful Christian learning and working environment for all members of our school community

4 RESPONSIBILITIES

It is the responsibility of:

- The Headteacher to communicate this policy to the school community
- The Headteacher to ensure that disciplinary measures are applied fairly, consistently and reasonably, and that the Assistant Headteacher (Behaviour for Learning & Inclusion) has been asked to take overall responsibility
- School Governors to take a lead role in monitoring and reviewing the policy
- All staff to uphold and implement this policy accordingly
- Parents and carers to support their daughters and work in partnership with the school
- Students to abide by the policy

4.1 Links to legislation

There are a number of pieces of legislation which set out measures and actions for schools in response to bullying. These may include, but are not limited to:

- The Education and inspection act 2006, 2011
- The Equality Act 2010
- The Children Act 1989
- Protection from Harassment Act 1997
- The Malicious Communications Act 1988
- Public Order Act 1986

4.2 Links to school policies

This policy links with a number of other school policies and procedures, including:

- Behaviour for Learning Policy
- Complaints Resolution Policy
- Safeguarding and Child Protection Policy
- Electronic Information and Communications System Policy
- Health and Safety Policy
- Emergency Plan

- Sex and Relationship Education Policy
- Admissions Policies
- Attendance procedures
- School counselling
- Induction for new staff and students

5 DEFINITION

5.1 What Constitutes Bullying?

Bullying is deliberately hurtful behaviour, ordinarily repeated over a period of time, where it is difficult for those being bullied to defend themselves.

Bullying can be:

- Physical: pushing, kicking, hitting, punching, any form of violence, threats, theft.
- Verbal: name-calling, sarcasm, spreading rumours, racist/sexist/homophobic/transgender phobic/ ageist abuse
- Persistent teasing- annoying things done repetitively on a regular basis.
- Emotional: spreading rumours, tormenting, threatening ridicule, humiliation, and exclusion from groups or activities.
- Extortion: money, gifts, doing homework.
- Sexual: unwanted physical contact, abusive comments.
- Cyber-bullying : deliberate misuse of text, mobile phones, email, internet, social networking sites

5.2 Signs and symptoms of Bullying

Students who are being bullied may develop feelings of insecurity and extreme anxiety and thus become more vulnerable. Self-confidence may be damaged with the consequent lowering of self-esteem. While they may not talk about what is happening to them their suffering is indicated through changes in mood and behaviour. Bullying may occasionally result in suicide. It is therefore important to alert to changes in behaviour as early as intervention is desirable.

The outcomes of bullying and harassment on the victim are often manifested in the following ways:

<p>Psychological</p> <ul style="list-style-type: none"> • anger • anxiety • distress 	<p>Behavioural</p> <ul style="list-style-type: none"> • increased irritability and nervousness • unexplained changes in mood • increased aggressiveness
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<ul style="list-style-type: none"> • frustration • depression • panic • indifference • fear • attempted suicide • shame and feelings of worthlessness • loss of trust in friends and their inability to support and protect 	<ul style="list-style-type: none"> • may believe that they deserve to be bullied • becoming withdrawn • excessive tearfulness or sensitivity to criticism • substance abuse • becoming obsessive • nightmares
<p>Physical Manifestations</p> <ul style="list-style-type: none"> • chest pains • pattern of minor illness • insomnia • stomach problems • eating problems • fatigue and lethargy • headaches • sweats • inconsistent explanations for cuts and bruises 	<p>Social, Interpersonal and School Related</p> <ul style="list-style-type: none"> • anxiety about travelling to and from school • mitching • late home from school without any plausible explanation • fear of using school toilet during breaks • fear of being out of sight of adults • becoming isolated in class • becoming withdrawn • reluctance to discuss the problem • unwilling to go to school • lack of creativity and initiative • beginning to bully small/younger students • possessions missing or damaged • increased and excessive requests for money • deterioration in school performance and motivation • loss of interest or concentration in school • unusual concerns about physical appearance, attributes, mannerisms etc.

6 RESPONSE TO BULLYING

6.1 Reporting channels for students:

- Parents
- Any staff member with whom the student feels comfortable
- Friends who will speak on the student's behalf
- Assistant Headteacher (Behaviour for Learning & Inclusion)
- Form Tutor or Head of Year
- School Counsellor
- Student 'Mentor'

6.2 How should students communicate their concerns?

- Direct approach to teacher at an appropriate time, e.g. after class, hand note in with homework.
- Make a phone call to the school or to a trusted teacher in the school.
- Email the school
- Get a parent or friend to tell on student's behalf.
- Parents can inform the school.
- Witnesses can inform appropriate person.
- Administer a confidential questionnaire to all students during the year.

It is important to note that records of all incidents of bullying and action taken to resolve them will be kept.

6.3 Procedures for Dealing with Reported Incidents

6.3.1 Procedures for Teachers

If a student informs a member of staff of an incident of bullying affecting either themselves or a friend, staff should follow these steps:

- Listen; encourage the student to tell their story as this is a very important first step.
- Take notes; record all the details such as date, time, location, names of those involved, witnesses etc. Students' own words must be recorded and ensure that notes and statements are signed and dated on the day that they are made.
- Reassure; tell the student that help is available, action will be taken to investigate, it is not their fault and that they will not have to face this on their own.
- Satisfy themselves that no student is in immediate danger.

- Confidentiality is respected and the student's privacy is protected, but a teacher must not give guarantees not to tell anyone.
- Inform the Year Head without delay.
- All serious incidents of bullying (e.g. an assault or long term exclusion) must be reported to the Designated Safeguarding Lead straight away.

6.3.2 Procedures for Staff Member Investigating the Reported Incident

- Ask the student who has reported the bullying to write down the behaviours and how it is affecting them as soon as possible.
- Talk with alleged bully about their behaviour and their experiences of incidents.
- Ask the alleged bully to write down an account of their behaviours and their effects as early as possible.
- Challenge bullying behaviour as being unacceptable.
- Discuss possible solutions with both parties separately/together if appropriate.
- Liaise with the Head of Year.
- The evidence will be evaluated by the Head of Year and SLT and fair appropriate action will be taken in accordance with the Behaviour Policy.
- It is vital that the person reporting the incident is protected from the alleged bully.
- Whoever is dealing with the incident must be discreet and careful. Staff will support students who report bullying by conducting follow-up meetings with them.

6.3.3 Follow-up steps to be taken

- The students involved will be monitored on a regular basis by informal discussions.
- Counselling may be offered to all concerned.
- If necessary the parents will be invited to a meeting with the Head of Year and SLT.

6.3.4 Procedures for Student to Staff Bullying

- Teacher(s) to speak to students involved.
- Explain unacceptable behaviour as in the School's Behaviour Policy.
- Follow the Behaviour Policy.
- Request a meeting with parents.

6.3.5 Procedures for Staff to Student Bullying

- It is recommended that students talk to the Head of Year or a member of the SLT.
- The Headteacher will discuss the allegation with the teacher involved and will follow the procedures in Appendix 1 of the Safeguarding Policy (Procedures for Dealing with Allegations against Staff and Volunteers).

6.3.6 Procedures for Staff to Staff Bullying

- Procedures to be followed in accordance with the Grievance and Discipline Procedures.

7 ADDITIONAL ADVICE

There are a number of charities listed below that provide support to schools on bullying and managing difficult behaviour.

- Anti-Bullying Alliance: www.anti-bullyingalliance.org.uk
- Childline: www.childline.org.uk
- Family Lives: www.familylives.org.uk
- Kidscape: www.kidscape.org.uk
- MindEd: www.minded.org.uk
- NSPCC: www.nspcc.org.uk
- The BIG Award: www.bullyinginterventiongroup.co.uk/index.php
- PSHE Association: www.pshe-association.org.uk
- Restorative Justice Council: www.restorativejustice.org.uk
- The Diana Award: www.diana-award.org.uk
- Victim Support: www.victimsupport.org.uk
- Young Minds: www.youngminds.org.uk
- Young Carers: www.youngcarers.net
- The Restorative Justice Council: www.restorativejustice.org.uk/restorative-practice-schools

SEND

- Changing Faces: www.changingfaces.org.uk
- Mencap: www.mencap.org.uk
- Anti-Bullying Alliance Cyberbullying and children and young people with SEN and disabilities: www.cafamily.org.uk/media/750755/cyberbullying_and_send_-_module_final.pdf
- DfE: SEND code of practice: www.gov.uk/government/publications/send-code-of-practice-0to-25

Cyberbullying

- Childnet International: www.childnet.com
- Digizen: www.digizen.org
- Internet Watch Foundation: www.iwf.org.uk
- Think U Know: www.thinkuknow.co.uk
- UK Safer Internet Centre: www.saferinternet.org.uk
- The UK Council for Child Internet Safety (UKCCIS)
www.gov.uk/government/groups/ukcouncil-for-child-internet-safety-ukccis

Race, religion and nationality

- Anne Frank Trust: www.annefrank.org.uk
- Kick it Out: www.kickitout.org
- Report it: www.report-it.org.uk
- Stop Hate: www.stophateuk.org
- Tell Mama: www.tellmamauk.org
- Educate against Hate: www.educateagainsthate.com/
- Show Racism the Red Card: www.srtrc.org/educational

LGBT

- Barnardos LGBT Hub: www.barnardos.org.uk/what_we_do/our_work/lgbtq.htm ☞ Metro Charity: www.metrocentreonline.org
- EACH: www.eachaction.org.uk
- Proud Trust: www.theproudtrust.org
- Schools Out: www.schools-out.org.uk
- Stonewall: www.stonewall.org.uk

Sexual harassment and sexual bullying

- Ending Violence Against Women and Girls (EVAW) www.endviolenceagainstwomen.org.uk
- A Guide for Schools:
www.endviolenceagainstwomen.org.uk/data/files/resources/71/EVAW-Coalition-Schools-Guide.pdf
- Disrespect No Body: www.gov.uk/government/publications/disrespect-nobody-campaignposters ☞ Anti-bullying Alliance: advice for school staff and professionals about developing effective anti-bullying practice in relation to sexual bullying: www.anti-bullyingalliance.org.uk/tools-information/all-about-bullying/sexual-and-genderrelated Note: Additional links can be found in 'Preventing and Tackling Bullying' (July 2017) www.gov.uk/government/publications/preventing-and-tackling-bullying

Appendix 1

Guide for Students

As a school, we aim to develop our students into confident, curious and compassionate young adults.

As a Church of England school, we aim to sustain our Christian ethos, as a community rooted in our faith and welcoming to all.

Our Anti-bullying policy is to ensure that students and staff work together in a supportive, caring and safe environment without fear of being bullied. You can find the full policy on our school website.

Bullying is anti-social behaviour and can affect anyone.

It is not acceptable and is not tolerated at Lady Margaret School.

Bullying can take many forms.

It is deliberately hurtful behaviour, often repeated over a period of time, where it is difficult for those being bullied to speak up for or defend themselves.

Bullying can include the following:

- Physical: pushing, kicking, hitting, punching, any form of violence, threats, theft.
- Verbal: name-calling, sarcasm, spreading rumours, racist/sexist/homophobic/transgender phobic/ ageist abuse
- Persistent teasing - annoying things done repetitively on a regular basis.
- Emotional: spreading rumours, tormenting, threatening ridicule, humiliation, and exclusion from groups or activities.
- Extortion: money, gifts, doing homework.
- Sexual: unwanted physical contact, abusive comments.
- Cyber-bullying : deliberate misuse of text, mobile phones, email, internet, social networking sites

Students who are being bullied may develop feelings of insecurity and extreme anxiety and may feel vulnerable. It is very important that staff are made aware of any bullying behaviour as soon as possible so action can be taken to stop it.

If you are being bullied you should talk to any of the following people:

1. Your parents
2. Any staff member with whom you feel comfortable
3. A friend who will speak on your behalf
4. Your form tutor or Head of Year
5. The Assistant Headteacher (Behaviour for Learning and Inclusion)
6. A student 'mentor'

What should I do if I have concerns about bullying?

1. Talk to a teacher at an appropriate time, e.g. after class, hand note in with homework or ask to speak to the teacher about something important or to Head of Year at break or at lunchtime
2. Email the school asking for the email to be sent to form tutor/Head of Year and asking to speak to them about it
3. Ask a parent or friend to tell a member of staff on the student's behalf
4. Witnesses to particular incidents can speak to any member of staff

What will happen next?

Members of staff will:

1. Listen and encourage a student to tell their story
2. Take notes and record all details
3. Give examples of help available to the student
4. Work with other members of staff to investigate the matter fully

The aim of all investigations into bullying will be to ensure that:

1. The bullying behaviour stops
2. The student being bullied feels safe and secure in school
3. The student responsible for bullying understands that their behaviour was unacceptable and is given help, where necessary, to change hurtful patterns of behaviour

Additional Advice

There are a number of organisations listed below that provide support to schools on bullying and managing difficult behaviour. Your Head of Year will be able to provide you with further information.

- Kooth - Free, safe and anonymous online support for young people Monday – Friday 12pm – 10pm: www.kooth.com
- Anti-Bullying Alliance: www.anti-bullyingalliance.org.uk
- Childline: www.childline.org.uk
- Young Minds: www.youngminds.org.uk

SEND

- Anti-Bullying Alliance Cyberbullying and children and young people with SEN and disabilities: www.cafamily.org.uk/media/750755/cyberbullying_and_send_-_module_final.pdf

Cyberbullying

- Childnet International: www.childnet.com
- Digizen: www.digizen.org

Race, religion and nationality

- Anne Frank Trust: www.annefrank.org.uk
- Show Racism the Red Card: www.srtrc.org/educational

LGBT

- Barnardos LGBT Hub: www.barnardos.org.uk/what_we_do/our_work/lgbtq.htm
- Metro Charity: www.metrocentreonline.org
- Schools Out: www.schools-out.org.uk

Sexual harrassment and sexual bullying

Ending Violence Against Women and Girls (EVAW) www.endviolenceagainstwomen.org.uk