Anti-Bullying Policy

Linked Policies/Protocols
• Behaviour Policy • Management of Drugs and Substance Abuse Protocol • PSHEe Policy • Rights Respecting Schools

Reviewed: November 2017	**Next review due:** November 2018
Governing Body Committee: N/A	**CLT contact:** Matt Davey
Policy adopted by the Full Governing Body on: N/A	

The points covered in this policy reflect the UNCRC and our commitment to it – we understand the Articles affecting children's' rights in respect of bullying are:

- Article 2 – We approach every incident without discrimination
- Article 3 – Everything we do is in the best interests of every child
- Article 4 – We respect and protect the rights of every child
- Article 5 – We respect the rights and responsibilities of parents to guide and advise their child and work together with them to ensure they apply their rights properly
- Article 6 – We ensure that every child survive and develop to grow up to be healthy and happy wherever possible
- Article 8 – We preserve the identity of every child
- Article 12 – We respect the views of every child and take them seriously
- Article 13 – We ensure that every child has the right to say what they think and express how they feel
- Article 14 – We ensure that every child has the right to think and believe what they want and to practise their religion without discrimination
- Article 15 – We ensure that every child has the right to meet with other young people and join groups and organisations as long as it does not impact on anyone else enjoying their rights
- Article 16 – We respect the privacy of every child
- Article 19 – We do everything we can to ensure that every child is protected from all forms of violence, abuse, and mistreatment
- Article 18 – We respect and encourage parents to share responsibility for bringing up their child, always considering what is best for them
- Article 23 – We respect that every child with a disability has the right to live a full and decent life in conditions that promote their dignity
- Article 27 – Wherever possible we meet the physical, mental and emotional needs of our students
- Article 30 – We respect that every child of a minority has the right to use the language, customs and religion of their family
- Article 31 – We respect and ensure that every child has the right to relax, play and join in a wide range of cultural and artistic activities
- Article 36 – We ensure that wherever possible we protect children from all forms of exploitation that may harm them
- Article 39 – We attempt to provide support for any child who has suffered from neglect, abuse or exploitation

INTRODUCTION

Every student has the right to live each day in College without fear. Bullying, threats, name calling, racial or sexual abuse, interference with property and any other action designed to frighten, humiliate or embarrass are unacceptable.

Bullying is a deliberate act which causes emotional or physical harm to an individual or group by another more powerful individual or group which results in the victims feeling unsafe.

Our College community is based on mutual respect. We all have a responsibility to make sure that bullying does not happen in our College. Knowing that bullying is happening and not taking action is the same as bullying.

We aim to create a calm, secure and caring atmosphere for all our students. We foster an ethos in which every individual matters equally and is encouraged to aim high and achieve their best through a creative personalised curriculum with the meeting of the individual needs and the development of emotional intelligence at its heart.

This ethos is firmly underpinned by our College Code of Conduct, the cornerstone of which being the watch-words of Respect, Prepare and Focus.

This policy is designed to work alongside and compliment the College Code of Conduct and Behaviour for learning policy whilst being further enhanced by the E-Safety policy.

AIMS AND OBJECTIVES – supported by the Cornwall Youth Forum's Anti-bullying charter

The aim of our anti-bullying policy is to:

- clarify for students, staff, parents and carers what bullying is and that it is always unacceptable;

- explain to staff, students and the College community why bullying and harassment occur and their impact on individuals and the College as a whole;

- Provide a secure, stimulating, positive and mutually respectful and inclusive environment for learning.

Our College will also:

- involve the students' council in any planning, discussion and dissemination of any work related to anti-bullying;

- have in place an anti-bullying support system that all staff and students understand and to apply the system consistently;

- regularly monitor and review the policy with the full involvement of staff, students, parents/carers and the wider College community;

- Develop supportive links with outside agencies including LGBTQ Cornwall to foster an ethos that celebrates diversity and equality for all.

- Provide space in the PSHE curriculum to discuss Bullying issues and how to stay safe.

Although monitoring systems suggest that bullying is infrequent in our College, it does happen. We always consider all complaints connected with bullying seriously, no matter what the circumstances and always try to deal promptly, sensitively and efficiently with incidents when they do occur.

BULLYING

Bullying, it's not just physical. So what is it?

Name calling, mocking, unfair treatment, nasty text messages, extortion, abuse, harassment, cyber-bullying, spreading unkind stories, spreading gossip on MSN, Facebook and other social networking sites, writing nasty notes, kicking, punching, pushing, exclusion, damage to property, threats, stealing, intimidation, hiding equipment and many other things are all examples of bullying. Most of us know when it's happening, we know who the bullies are and we know who is getting bullied.

Racism/Racist bullying

Racism/Racist bullying in schools can range from ill-considered remarks, which are not intended to be hurtful, to deliberate physical attacks causing serious injury. Racism/Racist bullying can be identified by the motivation of the antagonist/bully, the language used, and/or by the fact that victims are singled out because of the colour of their skin, the way they talk, their ethnic grouping or by their religious or cultural practices.

Torpoint Community College actively encourages it's students and staff to understand, embrace and celebrate their diversity.

Bullying or abuse of anyone because of their race will not be tolerated, and any reports of such behaviour are swiftly and rigorously investigated in line with the College's current reporting and resolution protocols.

Incidents of racist bullying are recorded using the B1/B2 reporting system and logged in SIM's; the bullying log is regularly reviewed by the pastoral leads, DSL's and safeguarding governor.

LGBTQ Bullying – guidance on recognising and responding to bullying incidents involving homophobic, transphobic or gender identity to be added following development by student council & LGBTQ Cornwall.

Torpoint Community College will always seek restorative outcomes for any cases of bullying including:

- 1:1 and small group mediation

- Working with parents and students
- Referral to Police Youth Liaison Officer
- Raising awareness and promoting positive relationships through PSHE and Rights Respecting Schools programme
- Sanctions taken against perpetrators of bullying in any form in line with College Behaviour Policy
- Individual or small group mentoring.

BULLYING – OUR POLICY STATEMENT – Article 19 Protection from all forms of violence

TCC is determined to be a safe, friendly and caring place.

TCC does not tolerate bullying.

TCC will support absolutely anyone at the College to end the bullying.

TCC will help anyone who bullies someone else to change that behaviour.

TCC will help all students to become confident, tolerant, resilient and understanding.

What we do to Prevent Bullying

Everyone involved in the life of the College must take responsibility for promoting a common anti-bullying approach by being supportive of each other, providing positive role models and conveying a clear understanding that we disapprove of unacceptable behaviour toward others. We are clear across the College that we follow College rules. All members of the College community are expected to report incidents of bullying.

Staff

Staff have a vital role to play as they are at the forefront of behaviour management and supporting students' sense of well-being in College. They have the closest knowledge of the students in their care and should build up a relationship involving mutual support, trust and respect.

The key staff member, Mr M Davey, is responsible for the monitoring of the policy.

We expect staff will:

- make sure that all students and adults mean the same thing when they talk about bullying;

- provide students with a framework of behaviour including class rules which supports the whole College policy;

- emphasise and behave in a respectful and caring manner to students and colleagues, to set a good tone and help create a positive atmosphere;

- provide students with a good role model;

- deliver programmes within tutor periods that build self-esteem, self-confidence and assertiveness in line with the aims of the UNICEF rights respecting schools charter;

- attend in-service training (including new staff to the College) to refresh understanding of how to manage behaviour generally and detect and respond to bullying;

- raise awareness of bullying through stories, role-play, discussion, peer support, College Council, PSHE, RE, assemblies and theatre in education;

- use the Bullying concern (B1) and Bullying Intervention Action Plan (B2) forms when investigating and reporting incidents of bullying;

- Through the head teacher, keep the governing body well informed regarding issues concerning behaviour management.

Parents/Carers

We expect that parents/carers will understand and be engaged in everything that is being done to make sure their child enjoys and is safe at College:

- Support us in helping us meet our aims.

- Feel confident that everything is being done to make sure their child is happy and safe at College.

- Be informed about, and fully involved in, any aspect of their child's behaviour.

- Be informed about who can be contacted if they have any concerns about bullying.
- Help us to combat cyber-bullying by taking responsibility for the monitoring of social media use within the home and putting in place the necessary safeguards to prevent cyber-bullying.

- Whilst we will do our utmost to support all of our stakeholders to beat cyber-bullying in the College, we cannot accept responsibility for policing incidents of bullying that occur due to the misuse of social media outside the College. We will endeavour to support families with advice and guidance on how to safeguard themselves when using social media.

Governors

We expect that governors will:

- support the Headteacher and the staff in the implementation of this policy;
- be fully informed on matters concerning anti-bullying;
- Regularly monitor incident reports and actions taken to be aware of the effectiveness of this policy.

Students

We expect that students will:

- **tell someone** if they are being bullied, or know if somebody else is or report it on WORRIES@torpoint.cornwall.sch.uk;
- Support the Headteacher and staff in the implementation of the policy. This might involve contributing to agreed approaches designed to reduce bullying or better deal with incidents that arise (e.g. via College Council);
- be involved in the monitoring and review of the policy;
- feel confident that everything is being done to make College a safe and secure environment for them to achieve and learn;
- feel supported in reporting incidents of bullying;
- Be reassured that action regarding bullying will take place.

Students will have the opportunity to participate in discussion and implementation of changes to the policy via the forum of TCC Student Council. Students will be supported in this by LGBTQ Cornwall as part of an ongoing project.

Reacting to a Specific Incident

Recording

All incidents (once thoroughly investigated) in or out-of-class should be recorded on SIMS. The behaviour management menu in SIMS allows us to log the victims of bullying without negative behaviour points as well as logging the perpetrator. This should facilitate a more robust reporting procedure by allowing the interrogation of SIMS data for the number of recorded incidents of bullying and to pick up patterns of bullying within the College.

It is vitally important that information related to any incidents clearly identified as bullying must be shared between the relevant members of staff (Tutor & HLOL in the first instance) and should also be reported to a senior member of staff (HLOL/Assistant Headteacher/Deputy Headteacher/Headteacher). To facilitate this B1 and B2 forms have been introduced; these will help the pastoral team to correctly identify incidents of bullying and engineer bespoke intervention on behalf of the students concerned. If the bullying involves inappropriate use of technology then the member of staff should also complete an e-safety log E1/E2.

Parents/carers (of both the bully and the person being bullied) will be informed of what has happened and how it has been dealt with. Records of discussions (B1 and B2) and witness statements will be filed in the anti-bullying folder held in the pastoral office.

Dealing with an Incident

Whenever a bullying incident is discovered, College will go through a number of steps. The exact nature of each step will depend in part on the nature of the incident and those involved. Staff or students (including Anti-bullying Advocates) will contact HLOL or AHLOL to complete form B1(Bullying concern), once raised, concerns will be thoroughly investigated by the pastoral team who will then use form B2 to devise a bespoke action plan to support the student. This process will be overseen by Mr M.Davey (anti-bullying lead).

Form B1 is to be completed with the details of the aggressor, and should be logged appropriately in SIMS, a parallel SIMS behaviour log for the "Victim of Bullying" must also be completed.

1. The College community needs to be aware that when a bullying incident has come to the attention of adults in the College, it has been taken seriously and action has resulted.

2. The College expects to support all involved by:

    - talking through the incident with the bully and the person being bullied;
    - helping the bully and the victim to express their feelings;
    - talking about which rule(s) that has/have been broken;
    - discussing strategies for making amends – mediation with a member of the Pastoral/Behaviour Support Team;
    - providing post incident support for students involved;
    - Providing ICT support to secure social media.

3. Nevertheless sanctions may include:

    - a strict code of conduct contract held between both parties with sanctions in place for breach thereof;
    - time away from an activity within the classroom;
    - time out from the classroom;
    - missing break or another activity;
    - formal letter home from the HLOL expressing concerns, where the pattern of behaviour continues;
    - meeting with staff, parent/carer and child;
    - Pastoral Support Plan linked to Bullying Intervention Action Plan (B2);
    - detention after College;
    - fixed-term exclusion;
    - Permanent exclusion.

    Any actions taken will be done so in accordance with the College Code of Conduct and Behaviour for learning policy and associated sanctions tariff.

4. Parents and Carers (of both the bully and the person bullied) are informed of what has happened and how it has been dealt with. Failing face-to face discussion, parents/carers will be informed of any incidents by letter.

5. Child Protection procedures should always be followed when the bullying incident is alleged to have been caused by an adult who works with the child or where the bullying is described as sexual – unwanted physical contact or sexually abusive comments.

Monitoring

Trends and strategies are analysed for inclusion in the Head teacher's reports to governors. Careful monitoring and analysis provides us with a regular opportunity to link monitoring to action planning for the following academic year.

Bullying incident file to be reviewed weekly at pastoral team meeting; new cases identified and information/developments shared with appropriate stakeholders. Resolved cases/incidents to be closed and further action taken where incidents are on-going or re-occurring.

B1/B2 incident report to be published to Dedicated Safeguarding Leads for review at monthly meeting.

Half-termly bullying/harassment data to be collated and shared with pastoral leads, DSL's and safeguarding governor (Colin Parton) for review.

INFORMATION FOR STUDENTS

Bullying:

- is deliberately hurtful behaviour;
- is repeated over a period of time;
- Is difficult for those being bullied to defend against.

Bullying is NOT:

- being friendly one day and falling out the next;
- When two students of equal power and strength have a quarrel or one-off fight.

If you are ever being bullied:

- don't suffer in silence;
- be firm and clear – look them in the eye and tell them to stop ('broken record' technique);
- get away from the situation as quickly as possible;
- tell an adult what has happened straight away;
- try to ensure that you are always with a friend;

The same applies if you are feeling vulnerable or victimised even if it is as a result of "non-deliberate" behaviour, e.g. friendly banter, being left out.

If you have been bullied:

- tell a teacher immediately or another adult in College (tutor, HLOL, AHLOL);
- tell your family;
- if you are scared to tell a teacher or an adult on your own, ask a friend to go with you or tell a Peer Mentor;
- keep on speaking up until someone listens and does something to stop the bullying;
- don't blame yourself for what has happened;

When you are talking about bullying with an adult, be clear about:

- what has happened to you;
- how often it has happened;
- who was involved;
- who saw what was happening;
- where it happened;
- What you have done about it already.

If you find it hard to talk to anyone at College or home, ring:

- Child Line, Freephone 0800 1111
- ABC (Anti-Bullying Cornwall), Freephone 0800 5875991

Adapted from "Bullying – don't suffer in silence" – DfE 0064/2000

INFORMATION FOR PARENTS/CARERS

Every school is likely to have some problem with bullying at one time or another. Your child's school must by law have an anti-bullying policy and use it to reduce and prevent bullying.

Bullying behaviour includes:

- name calling and nasty teasing;
- threats and extortion;
- physical violence;
- damage to belongings;
- leaving students out of social activities deliberately and frequently;
- Spreading malicious rumours.

Parents/carers and families have an important part to play in helping schools deal with bullying.

Discourage your child from using bullying behaviour at home or elsewhere. Show how to resolve difficult situations without using violence or aggression.

Ask to see the College's anti-bullying policy. The anti-bullying policy will set out how the College deals with incidents of bullying. You have a right to know about this policy which is as much for parents as it is for staff and students.

Watch out for signs that your child is being bullied or is bullying others. Parents/carers and families are often the first to detect symptoms of bullying, though sometimes school nurses or doctors may first suspect that a child has been bullied.

Common symptoms include:

A child is/has:

- frightened walking to and from College;
- doesn't want to travel on the school bus;
- changes their usual routine;
- becomes unwilling to go to College – school phobic;
- becomes withdrawn, anxious or lacking in confidence;
- attempts, threatens, talks about suicide, or runs away;
- feels ill in the mornings, i.e. headaches, stomach aches;
- arriving home with torn clothing;
- possessions missing or damaged;
- asks for or steals money;
- has unexplained bruises or cuts;
- becomes unusually aggressive or disruptive;
- stops eating;
- bullies other children or siblings;
- won't say what is wrong;
- afraid to use internet or mobile phone;
- nervous and jumpy if a text message or email is received;
- becomes clingy;
- Disturbed sleep.

It can be helpful to ask questions about progress and friends at College; how break times and lunchtimes are spent and whether your child is facing problems or difficulties at College. Don't dismiss negative signs. Contact the College immediately if you are worried.

If your child has been bullied:

- calmly talk with your child about his/her experience;
- make a note of what your child says – particularly who was said to be involved, how often the bullying has occurred, where it happened and what has happened;
- reassure your child that he/she has done the right thing to tell you about the bullying;
- explain to your child that should any further incidents occur he/she should report them to a teacher immediately;
- make an appointment to see your child's tutor, Assistant House Leader of Learning (Pip Mathews) or House Leader of Learning;
- explain to the teacher the problems your child is experiencing;

Talk to teachers about bullying:

- Try and stay calm – bear in mind that the teacher may have no idea that your child is being bullied or may have heard conflicting accounts of an incident.

- Be as specific as possible about what your child says has happened – give dates, places and names of other children involved.

- Make a note of what action the College intends to take.

- Ask if there is anything you can do to help your child or the College.

- Stay in touch with the College; let the College know if things improve as well as if problems continue.

If you think your concerns are not being addressed:

- ask for a copy of the College's anti-bullying policy and check to see if agreed procedures are being followed, then

- contact the College and ask for an appointment to discuss matters with the Deputy Headteacher (Students)

- If that fails, make an appointment to meet the Headteacher.

- If that fails, write to the Chair of Governors explaining your concerns and what you would like to see happen, care of Torpoint Community College, Trevol Road Torpoint, Cornwall PL11 2NH.

We also recognise that at times children may feel victimised or vulnerable, but that this might not be as a result of deliberate behaviour by others, e.g. friendly banter or being left out. It is important that this information is passed on so that the perpetrator(s) can be made aware of the damaging impact of their non-intentional actions. However, we would not class this as bullying.

Additional advice and support: telephone or write to "Anti-Bullying in Cornwall" (ABC). Telephone: 0800 587 5991

GUIDANCE FOR STAFF

It is the policy of Torpoint Community College that bullying behaviour is unacceptable and must not be ignored. When a report of alleged bullying from students is made the following action should be taken:

• ATTEND to what is being said, without displaying shock or disbelief.

• ACCEPT what is said (keep an open mind – do not be dismissive).

• ANNOTATE - write notes, record the date, time, place, any non-verbal behaviour and the words used by the student, rather than re-interpreting them yourself. Record statements and observable things rather than your interpretations or assumptions.

• ALLAY fears - reassure the student that s/he was right to tell you. Do not promise confidentiality, as you need to refer to other staff, HLOL, parents, police, etc.

• ASSUAGE any guilt. Reassure the student that it's not their fault and they are not the only person to have ever suffered bullying. If the 'bully' gets into trouble it is their own fault/ responsibility, never the fault of the students who have rightly complained.

• ADVISE the AHLOL/HLOL of the allegation, provide them with a copy of your notes. They will investigate and take the necessary action.

GUIDANCE FOR THE AHLOL

In dealing with students who have allegedly been bullying, there are three positive aims:

- Stop the bullying behaviour, immediately.
- Re-educate the students' attitudes and behaviour for the future.
- Reconcile the students involved, if possible.

Guidance when talking with Parents/Carers

(a) Parents of any children involved, in any role, in bullying:

The aim should be to foster and maintain a good relationship in both the short term and long term.

Points for consideration:

- Who should talk with the parents/carers? Normally this is the member of staff dealing with those involved.
- Where to talk? Choose an office where the discussion can take place uninterrupted.
- What attitude/approach should be taken? Staff must remain objective; avoid anecdotal 'evidence'. Staff are de facto in loco parentis for all those involved.
- Choice of language, taking care not to label the child. Do not make it personal - condemn the behaviour not the child.
- How to explain the College's position? What to do in case of a threat of violence? The College will not tolerate bullying. Violence is a serious breach of our Code of Conduct and will be punished accordingly.

(b) Parents/carers of a child who is, allegedly, being bullied:

- Allow the parents/carers to express their feelings, uninterrupted.

- Accept those feelings (they are real for that parent/carer, even if they might seem excessive to you). Useful phrases include: "I realise you're upset", "I'll try to help", "and This must be difficult for you". Avoid: "I know how you feel".

- Assure the parents/carers that you are pleased they have taken the time to see you.

- Express the view that bullying is unacceptable, and that you intend to act positively. Ask them to keep in touch with you.

(c) Talking with parents/carers of a child who has, allegedly, been bullying:

- Avoid labelling their child 'a bully'. Begin by offering some positive view/aspect of their child, which you appreciate and value.

- Show a shared concern for their child's problem (antisocial bullying behaviour) and a concern to help that child fulfil his/her best potential. Useful phrases include: "I'm sure we both share a concern for the (name of child)'s future". "We need to help him/her to show his/her best side, develop his/her potential and talents, avoid spoiling him/herself with this sort of behaviour".

- Ask if anything could be upsetting/stressing the child, now or recently, to trigger the bullying behaviour.

- Get the parents/carers to agree, if possible, that bullying the child who bullies will not be a positive approach to take.

- Explain what you intend to do next; get their agreement, if possible. Promise to (and do) keep in touch with them.

NB: It is always best if all parents/carers are made aware of the College's approach to bullying (both in writing and at meetings, formally and informally) and are encouraged to share the College's positive approach, e.g. aiming to stop the bullying behaviour.

At Torpoint Community College it is our policy to inform and involve parents/carers.