



**POLICY TITLE: ANTI-BULLYING  
POLICY**

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<b>STATUS:</b>	<b>NON-STATUTORY</b>
<b>REVIEWED BY:</b>	<b>PRINCIPAL/NOMINATED GOVERNOR</b>
<b>DATE OF APPROVAL:</b>	<b>JUNE 2023 - Updated March 2024</b>
<b>DATE OF REVIEW:</b>	<b>JANUARY 2025</b>
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## **Introduction**

### **1. Position and values**

This policy will help staff to achieve the vision of the school, which is that bullying is not tolerated at Etonbury Academy. This will ensure that the school provides an environment where every child can feel:

- safe
- healthy
- able to enjoy and achieve
- able to contribute to future economic well-being
- able to make a positive contribution.

To protect the rights of all children to have a safe and secure learning environment Etonbury 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 children and a child's ability to learn. If such a case arises, the staff at Etonbury will follow the anti-bullying guidelines laid out in this policy. This will enable staff to:

- Identify children 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 children safe, happy and confident

### **2. Clarification of terms**

#### **Definition of bullying**

A bully is defined as someone who deliberately sets out to hurt another person on a regular basis. All children have upsets and squabbles; these are not classed as bullying and are dealt with through the Behaviour Policy.

#### **Escalation of Incidents**

Stage 1 - One off incident - Students who have upsets and squabbles are supported to report these to their form tutor, Head of Year or SLT members at the time they occur. This allows for swift interventions to take place and all parties to be spoken to and the matter resolved. This allows pastoral teams to support and intervene quickly to prevent any further escalation. This may involve but not limited to; discussions with both parties, phone calls home, consequences issued and ongoing monitoring of the parties involved.

Stage 2 - Ongoing issue - An incident is deemed ongoing if after the one off incident and subsequent adult support there is another incident involving the same parties. Further investigations will take place, and other steps taken that may involve but not limited to: parental meetings held, incremental consequences issued and regular monitoring completed.

Stage 3 - Bullying - An incident is deemed 'bullying' if after stages 1 and 2 actions have been completed there are still incidences reported between the same parties. At this stage incremental consequences will be applied such as suspensions, parental meetings and intensive monitoring and support.

## **Types of bullying**

- Physical: Deliberately hurting particular children on a regular basis
- Verbal: Deliberately hurting feelings through name-calling etc.
- Ostracising: Making someone feel left out and different by deliberately setting out to exclude them

## **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 child. Unlike physical bullying, cyberbullying 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**

- Not liking someone
- Being excluded
- Accidentally bumping into someone
- Making other kids play things a certain way
- 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

## **Reasons for bullying**

Some reasons why children 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 children's differences
- They are jealous of another child
- They are unhappy
- They are copying what they have seen others do before, or what has been done to them.

## **The effects of bullying**

All forms of bullying cause psychological, emotional and physical stress. Each child's response to being bullied is unique, however some signs that may point to a bullying problem are:

- depression and anxiety
- increased feelings of sadness, helplessness, decreased self-esteem and loneliness
- loss of interest in activities they used to enjoy
- unexplainable injuries
- lost or destroyed clothing, books, electronics, or jewellery
- frequent headaches or stomach aches, feeling sick or faking illness
- changes in eating habits, like suddenly skipping meals or binge eating. Children 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 behaviours such as running away from home, harming themselves, or talking about suicide.

## **3. Roles and responsibilities**

The Education Act 2002, Education and Inspections Act 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. Additionally, Etonbury have developed this antibullying 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 principal 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 children feel safe and secure.

### **The role of governors**

The governing body supports the principal 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 principal 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. 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 principal**

It is the responsibility of the principal 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 principal will report to the governing body about the effectiveness of the anti-bullying policy on request.

It is the principal who must ensure that all children know that bullying is wrong, and that it is unacceptable behaviour in school. The principal will draw the attention of children to this fact at suitable moments. For example, the principal may decide to use an assembly as the forum in which to discuss with the children why bullying is wrong.

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

The principal will set the school climate of mutual support and praise for success, so making bullying less likely. When children 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 children 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 children, 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 child 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 principal 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 principal to address the issue.

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

## **Bullying in the workplace**

Incidents, where it has been deemed that a member of staff has been bullying a child, will be taken very seriously. The principal, 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 principal being involved in such incidents, reports will be given immediately to the chair of governors who will also take formal action where necessary.

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

Parents/carers, who are concerned that their child might be being bullied or who suspect that their child may be the perpetrator of bullying, should contact their child's class teacher immediately in a calm manner. If they are not satisfied with the action taken they should contact the principal. If they remain dissatisfied, follow the complaints policy which can be accessed from the school website. Parents/carers have a responsibility to support the school's anti-bullying policy by actively encouraging their child to be a positive member of the school and this expectation of support is outlined in the home/school agreement.

## **The role of pupils**

Pupils are encouraged to tell somebody they trust if they are being bullied, and if the bullying continues they must keep on letting people know; the children are taught a number of strategies to help them with this.

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 child, are being bullied.

## **4. Cyber bullying**

Etonbury has a separate policy 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, PSHCE classes and IT classes.

## **5. Reporting, sanctions and monitoring**

### **How to report bullying**

- A student can report incidents of bullying to any member of staff, they in turn will pass it to the Head of Year to investigate.
- An incident form can be collected from the Attendance office, Head of years office or reception.
- All the relevant information must be completed on the form, which can then be emailed to the school office or Passed to your Head of Year.
- The Assistant Principal has overall day-to-day responsibility for dealing with reported incidents and will forward details to the relevant member of staff to investigate.
- Alternatively any member of staff can be approached to report incidents of bullying, and they in turn will report to the Pastoral Manager.
- Students can also report bullying on Epraise through a welfare check (online 24/7) this sends an email to the Assistant principal.

### **Procedures**

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

- If bullying is suspected or reported, the incident will be dealt with as soon as possible by the member of staff who has been approached, or who suspects/observed the bullying.
- The Head of Year must be informed immediately
- A clear account of the incident will be recorded in writing either by the victim or the member of staff recording the victim's verbal statement

- The Head of Year will ensure all concerned are interviewed and will record the incident on Epraise
- Parents will be kept informed by the Head of Year or other member of staff
- Subject teachers will be kept informed and asked to monitor the situation
- A range of sanctions will be used as appropriate and in consultation with all parties concerned. These sanctions could include: verbal or written warnings, restrictions of break and lunchtime activities, fixed term and in the event of persistent bullying, permanent exclusion. Where appropriate the principal may inform the police.
- There will be a biannual audit and analysis of incident logs and interventions to continually improve practice.

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**

- Governors, the principal and relevant staff will review this policy biannually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.
- The school council will review the effectiveness of the policy biannually and their views given to the principal.
- An approved DFES 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
- A record of all such incidents will be kept both centrally and on students' files
- The numbers of incidents will be reported to governors annually or provided to them at any time on request
- Bullying data will be analysed to reflect and re-design further strategies to improve procedures

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

Etonbury 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
- each form group signs up to and maintains 'Bully Free Form Status'
- the reinforcement of the clear message that violence has no place at Etonbury
- consultation with the 'Student Voice' on appropriate action
- take 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 play areas at lunch times and breaks
- KS4 buddies for KS2 and KS3 pupils
- providing information to all parents on the symptoms of bullying and the steps to take if the suspect their child 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 PSHCE learning sessions discuss and explore bullying issues with the children

- raising awareness of cyber bullying and teaching children to safely use technology (including mobile phones, email, internet)
- 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 principal. Action will be taken and recorded effective recording systems
- work with multi-agency teams including police and children's services as appropriate
- contact the parents of both the child being bullied and the bully
- challenge sexual content within verbal abuse especially challenging the word 'gay' and other homophobic language.

## **7. Useful websites**

[www.anti-bullyingalliance.org.uk](http://www.anti-bullyingalliance.org.uk)

[www.childline.org.uk](http://www.childline.org.uk) [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.cyberbullying.org](http://www.cyberbullying.org) [www.chatdanger.com](http://www.chatdanger.com)

[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)