

Action Against Bullying Policy

Date written / last reviewed:	February 2024
Full Governors Approval required	No
Date adopted by Full Governors:	March 2024
Date of next review:	Spring 2027
Statutory Policy	Yes

Linked Policies: Safeguarding & Child Protection, Behaviour for Learning, Whistleblowing Policy, Equal Opportunities Policy, (See Mobile Technology, Internet and Cyber-bullying policy.)

Rationale

Our school aim is that everyone enjoys learning, feels valued and experiences success. Taking action against bullying is fundamental to this aim. We are committed to providing a caring, friendly and a safe environment for all students and staff. We believe that all members of the school community should be valued and treated with respect, so that they are able to enjoy their time here and achieve their potential. Bullying in all its forms is contrary to the ethos of the school and will not be tolerated. Our intention is that all incidents will be dealt with promptly and effectively. At Waldegrave School we take bullying seriously. Students, staff and parents/carers should be assured that they will be supported when bullying is reported. As a caring community we will work together to help victims of bullying and support improved behaviour from the bullies through restorative approaches. Someone who recognises when something is wrong and acts to make it right. When an upstander sees or hears about someone being bullied, they are empowered to speak up, and do their best to help, protect and support the person. We seek to actively educate all members of the school community not to be a bystander, someone who knows about or sees bullying happening to someone else, and does nothing to

Bullying can be prevented if everyone agrees to follow and respect our school ethos, where learning comes first and we treat all members of the community with mutual respect and understanding.

At Waldegrave school, all members of the school community are encouraged to become an upstander, prevent or stop it.

Responsibility

It is the responsibility of the Headteacher, SLT member responsible for Anti-bullying and the governing body to ensure that the policy is implemented and reviewed.

Objectives of this Policy

- All governors, staff, students, parents and carers should have an understanding of what bullying is.
- All staff should know what the policy is on bullying, and follow it when bullying is reported.
- All students and parents/carers should know what the policy is on bullying, and what they should do if bullying arises.

Bullying is any form of repetitive, intentional behaviour by an individual or group which makes another person (or group) feel hurt, uncomfortable, inferior, isolated or threatened.

Bullying can be:

- Verbal: name-calling, sarcasm, spreading rumours, teasing.
- Physical: pushing, barging, hitting, punching, kicking or any use of violence.
- Emotional: being unfriendly, deliberately excluding, making fun of, tormenting.

- Cyber: using emails, websites, text messages or social networking sites, slander, webcam abuse or insulting images, (See Mobile Technology, Internet and Cyber-bullying policy.)
- Sexual: unwanted physical contact, sexually abusive or harassing comments, sending unwanted sexual images.

Additionally, bullying may be targeted at a student because of an actual, or perceived, facet of their identity. This might include:

- Racist bullying: racial taunts or slurs, graffiti, gestures.
- Homophobic/Biphobic/transphobic (HBT) bullying: because of, or focusing on the issue of sexuality or gender identity.
- Ableist bullying: using ableist language or slurs, focusing on a student's physical or learning needs.

BULLYING OF STUDENTS

The Waldegrave anti-bullying ethos will be established by raising the awareness of staff and students of bullying through various approaches, such as training students as anti-bullying ambassadors, assemblies, tutor time activities and the curriculum.

Restorative Approaches:

Restorative approaches aim to improve relationships. Restorative practice prevents and resolves conflict by bringing all parties together to repair harm and identify a mutually agreed way forward. It empowers students to take responsibility and develop empathy by considering how others have been affected. It is a no blame culture and students should feel they have been listened to and the process is clearly structured so students should feel it is fair and respectful.

Restorative approaches are based on 5 simple questions:

- What happened?
- What were you thinking & how were you feeling?
- Who has been affected?
- What do you need in order to move on?
- What should happen now?

The formal, respectful process builds social skills and teaches students skills to enable them to deal with future conflict more positively.

Action for Students if they feel they are being bullied or witness another person being bullied:

DO

- Let someone know (member of staff, family member, trusted older student, or friend). This could include emailing the listen@waldegravesch.org email address.
- Be an upstander, if you feel it is safe to do so.

DO NOT

- Do nothing.
- Be afraid of raising concerns.
- Approach or accuse individuals directly.
- Delay and allow the problem to continue.

Procedures:

- All bullying incidents should be reported. This could be to the tutor, HoY, another member of staff or a family member.
- Members of staff should report incidents on CPOMS, ensuring that the information is detailed and accurate.

- Heads of Year should take action accordingly, investigating the incident and ensuring the form tutor is also informed. In serious cases, the matter will be referred to Head of Key Stage
- More severe cases will be referred to Heads of Key Stage and the Headteacher will be informed of any incidents that appear to be racist, HBTphobic, or ableist in nature.
- Details of any sanctions issued following the conclusion of the investigation should be recorded on SIMs.

Action for Head of Year:

- Talk to all parties concerned.
- Ensure student reflection forms (Appendix 1) are completed by all, including witnesses.
- Review student reflection forms and decide whether further conversations and/or written statements are required, seek advice from Head of Key Stage
- Record details of the investigation as an action on CPOMS
- Take action accordingly e.g. verbal warning, carry out restorative work with the students involved, or set detention with letter home
- Complete a Student Contract (Appendix 2) if appropriate, following a discussion with Head of Key Stage
- Escalate serious or repetitive bullying incidents to Head of Key Stage
- Contact parents of students involved and inform them of the incident and any sanctions, which should be logged on SIMS

Action for Heads of Key Stage:

- Support and advise Head of Year
- Ensure all appropriate steps have been followed, including sanctions are recorded on SIMs
- Take action e.g. SLT detention, internal isolation, off-site direction, invite parents in. Discuss possible move of tutor group, if appropriate.
- If a 'Student contract' is deemed appropriate, ensure a copy is shared with parents.
- Confirm full incident details are recorded as actions on CPOMS
- Ensure other Senior Leaders are informed about serious or repetitive bullying incidents
- Discuss more serious sanctions such as change of tutor group or suspension with Headteacher
- Conduct Readmittance Meeting with student and parents following suspension

BULLYING OF STAFF

At Waldegrave School all members of the community should treat each other with mutual respect and in a way that makes everyone feel valued and part of the Waldegrave community.

Where a member of staff feels that they have been treated in an unreasonable way or in a way that makes them feel undervalued, discriminated against, or bullied they should speak in confidence to their Line Manager, a member of the Leadership Team or the Headteacher. The member of staff may also consult their union representative.

Action for members of staff if they feel they are being bullied:

DO

- Let someone know (Line Manager, a member of the Leadership Team or the Headteacher)

DO NOT

- Do nothing.
- Be afraid of raising concerns.
- Accuse individuals directly.
- Delay and allow the problem to continue.

Where further action needs to be taken, this should be done in accordance with the Equal Opportunities Policy, Grievance Policy or the Whistleblowing policy.



Student Reflection Form

Please tick nature of situation: Removal from Lesson ☐ Other ☐

Name:		Form:	Date:
Teacher:	Period:	Subject:	

Think carefully about the situation and then answer the following questions:

What happened?

When?

Where?

Who was involved?

What was your part in the situation?

Did anyone else see what happened? Yes ☐ No ☐ Who?

Is this the first time this has happened? Yes ☐ No ☐ (if “no” – give details)

What were you thinking & how were you feeling at the time?

Who has been affected by what happened? What do you think the consequences might be?

How are you feeling now? **What do you need in order to move on?** Is there a member of staff you'd like to talk to?

What do you think needs to happen now to be able to move forward from this situation?

Would you like the opportunity to meet with other people involved to try to put things right and stop the same thing from happening again? Yes ☐ No ☐

Name:

Signature:

Date:

Contract to be signed by student involved in bullying

Student's name: _____ Tutor Group: _____

Date: _____

Reason for contract:

The Contract:

I promise to do the following:

- 1.
- 2.
- 3.

Signed: _____

This is a serious document and one copy will be sent to parents and another copy placed in the student's school file.

If any part of this contract is broken, possible sanctions will be:

1. LT detention and letter home.
2. Internal isolation and letter/telephone call home.
3. Off-site direction or Suspension, letter/telephone call home, parents invited for re-admittance meeting.