



**Manor Academy**  
Aspire Achieve Excel

## Anti-Bullying Policy

2017/18 Academic Year

# Anti-Bullying Policy

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<b>Author</b>	Donna Trusler
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Signed:

Neil Melton  
Chair of Governors

Signed:

K Kerry  
Head of School

## **THE MANOR ACADEMY HAS A ZERO TOLERANCE OF BULLYING**

At the Manor Academy, in line with Every Child Matters, we aim to provide a safe, caring and friendly environment for all our students to allow them to learn effectively, improve their life chances and help them maximise their potential.

We want students to feel safe in Academy, ensuring that they understand the issues relating to safety, such as bullying, and that they feel confident to seek support from Academy should they feel unsafe. We embrace and celebrate diversity and believe nobody should be discriminated against or feel uncomfortable in any way.

### **Policy Development**

This policy was formulated in consultation with the whole Academy community with input from: members of staff, governors, parents/carers, children and young people,

- **Students** contribute to the development of the policy through the Academy Student Senate, student email to the anti-bullying email account, discussions, PSHE, tutor time, SMSC drop down days and assemblies.
- **The Academy Student Senate** will develop a student friendly version to be displayed in key areas around the Academy.
- **Parents** will be encouraged to contribute by viewing the policy on the website and the parents Learning Gateway Mobile device App and contacting us with their views via phone and email. Half termly “tea with Head of School and Governing body” events also provide the opportunity for parental engagement with our policy.

### **Roles and Responsibilities**

**The Governing Body** review this policy on a termly basis and it is presented to the full Governing Body once in every academic year for its approval. Head of School must consider any recommendations by the Governing Body by way of evolving or improving this policy to promote the safeguarding and welfare of pupils.

**Head of School** has overall responsibility for the policy and its implementation and liaising with the governing body, parents/carers, LA and outside agencies and appointing an Anti-bullying coordinator who will have general responsibility for handling the implementation of this policy.

The Anti –bullying Coordinator in our Academy is: The Head of School who is responsible for Safeguarding and Child Protection – Katrina Kerry. Mrs Kerry works with our Heads of Year.

## **The Academy's responsibilities are:**

- Policy development and review involving students, staff, governors, parents/carers and relevant local agencies
- Implementing the policy and monitoring and assessing its effectiveness in practice
- Ensuring evaluation takes place and that this informs policy review
- Ensuring that bullying incidents are managed effectively.
- Quality assuring the reporting and recording of bullying incidents
- Assessing and coordinating training and support for staff and parents/carers where appropriate
- Coordinating strategies for preventing bullying behaviour
- Ensuring the policy is implemented by the staff and other employees of the Manor Academy.

The nominated Governor with the responsibility for Anti-bullying (Behaviour) is:—Suzanne Tryner.

**Pupils** have a responsibility to behave in accordance with the Academy's behaviour and discipline policy which clearly promotes respect and equality for all pupils and staff. Pupils must report any bullying they witness, are involved in or become aware of to a staff member immediately (See reporting section)

**Parents/carers** have a responsibility to work closely with the Academy to support the behaviour and discipline policy and a zero tolerance of bullying. They should report any information regarding instances of bullying to an Academy staff member immediately.

### **Definition of Bullying**

'Behaviour by an individual or group usually repeated over time, that intentionally hurts another individual or group either physically or emotionally'.

*Safe to Learn: embedding anti bullying work in Academies (2007).*

### **How does bullying differ from falling out between friends or other types of aggressive behaviour?**

- There is a deliberate intention to hurt or humiliate.
- There is a power imbalance that makes it hard for the target to defend themselves.
- It is usually persistent.

Occasionally an incident may be deemed to be bullying even if the behaviour has not been repeated or persistent – if it fulfils all other descriptions of bullying. This possibility should be considered, particularly in cases of sexual, sexist, religious, racist or homophobic bullying and when children with disabilities are involved. If the target might be in danger then intervention is urgently required.

### **What does bullying look like?**

Bullying can include:

- name calling and nasty teasing

- taunting
- mocking
- making offensive comments
- physical assault
- taking or damaging belongings
- cyber bullying - inappropriate text messaging and e mailing; sending offensive or degrading images by phone or via the internet
- producing offensive graffiti
- gossiping and spreading hurtful and untruthful rumours
- excluding people from groups.

Although bullying can occur between individuals it can often take place in the presence (virtually or physically) of others who become the 'bystanders' or 'witnesses.'

Bystanders are present at instances of bullying and do nothing to stop it. They are often there as a back-up for or supporter of the aggressor.

Witnesses happen to be present at instances of bullying and are neutral in their attitude or supporters of the target of the bullying.

The Academy expects that witnesses and bystanders will report any instances of bullying to the anti-bullying coordinator immediately via the Learning Gateway, email or in person.

### **Why are children and young people bullied?**

Specific types of bullying include:

- bullying related to race, religion or culture
- bullying related to special educational needs or disabilities
- bullying related to appearance or health
- bullying relating to sexual orientation
- bullying of young carers or looked after children or otherwise related to home circumstances
- sexist or sexual bullying

There is no hierarchy of bullying – all forms will be taken equally seriously and dealt with appropriately.

Bullying can take place between:

- young people
- individuals or groups

### **Reporting and Responding to Bullying**

The Manor has clear and well publicised systems to report bullying for the whole Academy community (including staff, parents/carers, children and young people) this includes those who are the targets of bullying or have witnessed bullying behaviour

- If a student is being bullied he/ she should speak to his/her tutor, the wellbeing Team or any other adult in Academy he/she feels comfortable to talk to. If he/she feels unable to do that, a friend or parent/carer should inform the relevant member of staff.
- If a parent/carer needs to report the bullying of any student, he/she should contact the tutor of the student in the first instance, or failing that the Wellbeing Team in person, or by phone or email.
- Any students who witness bullying should speak to their mentor, or the Wellbeing Team or any other adult in Academy, who will take the appropriate action.

## **Procedures**

All reported incidents are taken seriously and investigated involving all parties.

Steps the Academy will take include:

- Interviewing all parties
- Informing parents/carers
- A range of responses appropriate to the situation: - solution focused, individual work with target, aggressor, referral to outside agencies if appropriate
- Referral to the Behaviour for Learning Policy and Academy sanctions and how these may be applied including what actions may be taken if bullying persists
- Follow up especially keeping in touch with the person who reported the situation, parents/carers
- Support for the target and the aggressor.

## **Recording Bullying and Evaluating the Policy**

Bullying incidents will be recorded by the member of staff who deals with the incident and this will be monitored by the Anti-bullying Coordinator.

The information stored electronically will be used to ensure individual incidents are followed up. It will also be used to identify trends and inform preventative work in Academy and development of the policy.

This information will be presented to the governors as part of their monitoring and evaluation role.

The policy will be reviewed and, where necessary, updated in September 2018

## **Strategies for Preventing Bullying**

As part of our on-going commitment to the safety and welfare of our pupils we at The Manor Academy have developed the following strategies to promote positive behaviour and discourage bullying behaviour.

- Anti-Bullying week annually in November.
- PSHE/citizenship/RE/ SMSC work
- Specific curriculum input on areas of concern such as Cyberbullying and internet safety
- Student voice (Student Senate)
- Buddying
- Counselling and/or Mediation schemes
- The horizontal tutor group system

## **References Documents and Related Policy/Guidance**

### National Documents

#### Safe to Learn- DCSF Guidelines

- Embedding anti-bullying work in Academies – DCSF-00656-2007
- Homophobic bullying – DCSF – 00668-2007
- Cyberbullying – DCSF – 00658-2007
- Bullying Involving Children with Special Educational Needs and Disabilities – DCSF 00372-2008

#### [www.teachernet.gov.uk/publications](http://www.teachernet.gov.uk/publications)

- Cyberbullying - supporting Academy staff

Cyberbullying - A whole – Academy community issue

Academies find the following Nottinghamshire Children and Young People's Services documents useful:

- Children Behaviour in Academies Vol1 – Section 7: Reducing bullying in Academies.
- Anti-bullying Policy Development: Guidance for Academies