

Harlington Upper School



Anti-Bullying Policy

HUS001

Edition 5: June 2017

Approved By: **Full Governing Body (1,2,3,4)**

Document Control		
Edition	Issued	Changes from previous
1	16/10/12	Changes of staffing i.e. PSHE coordinator/ Student Welfare team.
2		Changes in line with current government guidance
3	29/1/15	Changes in staffing; additional strategies added
4	25/1/17	Update to remove procedural information, and update with current information.
5	20/06/2017	Internal review only to reflect changes in House to Year pastoral system.

Policies/Documents referred to in this policy	Postholders/Persons named in this policy
Child Protection and Safeguarding policy	Governors
Behaviour Policy	Deputy Headteacher
Attendance Policy	Assistant Headteacher
Dealing with Racist Incidents Policy	Student Welfare Team
Personal Development Policy	Student Welfare Team
Safe to Learn - Embedding anti-bullying work in schools (DCSF 2007)	
No Place for Bullying (Ofsted) June 2012	

Review Frequency: 2 years
Review Date: January 2019

HARLINGTON UPPER SCHOOL

ANTI-BULLYING AND HARASSMENT POLICY AND PRACTICE

1.1 Introduction

At Harlington we do not tolerate bullying in any form. This policy is designed to show how the school identifies and supports victims of bullying whilst using data to establish proactive techniques to combat and prevent bullying within the school community. Every student at Harlington Upper School has the right to enjoy learning free from intimidation. All staff have the right to work in an environment free from intimidation. Harlington Upper School has an expectation that there will be respect for everyone in the school community.

Bullying has a negative impact on all those involved. As a school Harlington must be able to recognise those who are most vulnerable, both in the sense that they are being or are at risk of being bullied, and those who are regularly engaged in bullying. Some pupils may even fit both categories at the same time.

This document should be considered in conjunction with the full remit of school policies and Government guidance including:

- Behaviour Policy
- Attendance Policy
- SEND Policy
- Child Protection and Safeguarding Policy
- Dealing with Racist Incidents policy
- Personal Development Policy
- Confidential Reporting (Whistle Blowing) Policy
- Safer Working Practices

1.2 Definition

At Harlington we define bullying or harassment as aggressive or insulting behaviour by an individual or group, often repeated over a period of time that intentionally hurts or harms. It may be directed at anyone, but particularly those perceived as vulnerable. The legal definition is 'violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for the other person.' Cyberbullying is the use of the Internet and related technologies to harm other people, in a deliberate, repeated, and hostile manner. Bullying can take place between pupils, between pupils and staff, or between staff; by individuals or groups; face-to-face, indirectly or using a range of cyberbullying methods.

1.3 Prevention

The school will seek to prevent bullying wherever possible. In order to achieve this:

- a. All members of the school community will be encouraged to behave with courtesy and respect for all.
- b. Staff will model excellent behaviour.
- c. The school will promote equality among different groups and ensure that students are well aware of equality issues.

- d. Staff will seek to be aware of specific issues or areas of conflict which may give rise to bullying and put in place strategies to ensure bullying does not take place. This may include exploring issues through lessons, assemblies or form time or discussion with individuals or groups of students.
- e. The school will promote an awareness of all types of bullying among both staff and students.
- f. Students will be encouraged to take a lead in identifying and promoting anti-bullying initiatives.

1.4 Objectives

The aims of the policy are to:

- Work towards prevention of bullying in all its forms
- Create an open, positive atmosphere in which every member of the school community is respected and valued as an individual.
- Assert clearly that we do not tolerate bullying or any kind of harassment.
- Open up channels of communication so that students feel able to report bullying.
- Develop modules of work within the school curriculum to raise awareness of what bullying is and how to deal with it and create a positive, open atmosphere.

1.5 Responsibilities

Governing Body	Ensure that an anti-bullying policy is in place, consistently implemented and regularly reviewed. Regularly assess how effective the school is in dealing with bullying using data provided by the senior leadership team
Headteacher	To ensure all staff are aware of the policy and procedures. To make policy freely available to parents upon request and on the website
Deputy Headteacher	To advise Heads of Year on appropriate action in the event of bullying or harassment incidents. To review and implement school policy. To support staff in the implementation of support strategies and mentoring group. To ensure that issues which may lead to bullying such as religion, ethnicity, disability, gender or sexuality or different family situations (such as looked after children) are openly discussed, prejudice is not tolerated and steps are taken to promote an atmosphere of respect for all. To gather and analyse data relating to bullying and abusive behaviour.
Head of Year	To deal with incidents of bullying or harassment in line with this policy and liaise with parents, staff and other students as appropriate. To ensure appropriate input during tutor time to combat bullying or harassment. To identify potential areas of conflict and develop strategies to ensure bullying does not take place.
SMSC / Personal Development Co-ordinator	Ensure input during Personal Development lessons and tutor time. To ensure that students are informed about different groups of people and are aware of different forms of bullying.
Form Tutor/Subject Teacher	To report any incidents of bullying to an appropriate member of staff. To have a zero tolerance on bullying in any form in their form room and/or classroom.
All school staff	To report and take appropriate action when bullying or abusive behaviour is observed or reported. To set an example to students by consistently modelling excellent behaviour.
Students	To behave sensibly, responsibly and courteously towards all members of the Harlington community showing respect for them as individuals, their views and their right to learn. They also have a responsibility to report bullying.

1.6 Reporting procedures

Where bullying is identified as occurring the following procedures will take place:

- I. Reporting bullying. All member of the school community have a responsibility to identify and report bullying concerns.
 - a. A victim of bullying should feel able to inform any member of staff, report to the Year support team directly or through the communication box, or use the <http://www.harlington.org/report-bullying> email address
 - b. Concerned parents can inform their son/daughter's Head of Year.
 - c. Concerned students can inform their Head of Year, Year Support staff, Form Tutor, or antibullying/peer mentor
 - d. Concerned staff must inform the Head of Year. Where concerns relate to a member of staff you may also refer to the Confidential Reporting (Whistle Blowing) Policy (March 2015)
 - e. If an incident of bullying takes place outside the school premises and is reported to the school, it will be investigated and appropriate action taken.
- II. Response to bullying
 - a. Incidents of bullying will be considered to be serious and investigations will treat it as such. Incident report forms will be taken and Heads of Year will decide on appropriate actions to be taken to support the victim, to sanction the perpetrators ensuring sanctions are appropriate and have an impact.
 - b. Heads of year will ensure action taken is in line with the behaviour policy and that parents of both victims and perpetrators are informed of investigation and action taken.
 - c. Heads of year will follow up any incidents of bullying with victims and their parents to ensure actions taken have been timely and effective.
- III. Prevention of recurrence. Heads of Year will ensure they put in place (where appropriate) the following strategies to ensure there is no reoccurrence of the incident.
 - a. Consider mediation/restorative justice between victim and perpetrator.
 - b. Parents of both victim(s) and perpetrator(s) are informed of investigation and action taken.
 - c. Both victim and perpetrators are supported by a Student Progress Plan (SPP).
 - d. Anti-bullying mentor assigned.
- IV. Monitoring to inform training needs in staff, students and parents/carers
 - a. Victims and perpetrators monitored by Heads of Year and Year Support Workers via SPP
 - b. Systematically and clearly recorded bullying and abusive behaviour incidents on Sims.
 - c. Ensure that Heads of Year are able to evaluate, at an appropriate time after any bullying event, how effective their action has been.
 - d. Analyse information about bullying to assess whether there are any patterns, trends or issues emerging.
 - e. Use this analysis to plan future actions.
 - f. Monitoring of use of ICT by students through the use of the Impero software.

1.7 Procedures and Sanctions

All members of the school community should understand the importance of reporting incidents of bullying.

A consultation process should be actioned by the Deputy Headteacher at least every two years, to ensure the school's definition of bullying is relevant, up to date and accepted by the whole school community.

A member of staff dealing with an incident of bullying will ensure that an investigation occurs with written records within one school day of it being reported, either personally or in association with relevant colleagues. Written statements will be taken from witnesses of the incident. Form Tutors and Heads of Year should be informed about the situation.

Any physical attack should be reported immediately to a senior member of staff so that the perpetrators can be isolated and the victim treated, re-assured and protected. Parents of both the victim and the accused should be contacted by telephone and/or letter.

Victims, witnesses and those reporting a bullying incident may need reassurance and counselling. This is best done by the form tutor in liaison with the Heads of Year or Assistant/Deputy Head. Where appropriate, the peer mentors may become involved.

Whilst appropriate action will be taken to sanction the perpetrator, the victim should feel comfortable with the action taken. In addition to supporting the victim, work will be undertaken with the bully to investigate the underlying causes of their behaviour.

A one-off low level violent incident is likely to lead to a fixed term exclusion from school but persistent violent offences or a more serious violent incident are likely to result in permanent exclusion.