



Saint Benedict
A Catholic Voluntary Academy

Anti-Bullying Policy

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Author	Hazel Boyce
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Member of staff responsible: Hazel Boyce

Saint Benedict has a 'duty of care' towards its pupils with regard to bullying in that the Headteacher and staff stand in loco parentis (in place of the parents). This duty of care includes protecting pupils from harm of bullying.

We follow the academy's mission statement:

At Saint Benedict we will build up a loving community with Christ at its centre: develop potential to the full and strive for excellence: work and play in harmony: and treat each other with dignity and justice.

The National and Legal Context

This policy takes full account of the academy's legal obligations under the Education Inspections Act of 2006 to:

- promote the well-being of pupils in the academy
- develop a policy which encourages good behaviour and respect for others on the part of pupils and, in particular preventing all forms of bullying amongst pupils
- establish procedures for dealing with complaints about bullying

This policy links to the Every Child Matters Outcomes of Staying Safe, Being Healthy and Making a Positive Contribution. It also links with the National Healthy Schools Programme theme of Emotional Health and Wellbeing, safeguarding children's procedures and the current DCSF anti-bullying guidance, Safe to Learn.

1. a) Definition of Bullying

Bullying can be defined in a number of ways. We follow the DCSF Safe to Learn (2007) guidance which defines bullying as:

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

Bullying can be direct or indirect and includes;

Verbal bullying – name-calling, taunting, mocking, making offensive comments and teasing

Physical bullying – kicking, hitting, punching, pushing and pinching,

Emotional bullying - producing offensive graffiti, excluding people from groups, spreading hurtful and untrue rumours, being forced to do things against own will and taking belongings or money

Cyber bullying – offensive text messaging and e-mailing and sending degrading images by phone or the internet

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 cyber bullying methods. It can happen in isolation or quite often in the presence of others.

People who are victims of bullying frequently, but not exclusively, are bullied as a result of:

- race, religion or culture
- special educational needs or disability
- appearance or health conditions
- sexual orientation
- gender
- home circumstance including looked-after-children and young carers

b) Inclusion

Every member of the academy community is entitled to expect equality of protection from bullying as well as protection and support from academy policies and procedures designed to ensure that the academy remains a safe environment in which to teach and learn. Our academy policy has given careful consideration to the six equality strands, race, ethnicity, gender, age, religion, disability and sexuality (REGARDS.) This is to ensure that anti-bullying provision is provided in a sensitive and non judgemental way that will enable all young people, staff and the wider academy community to feel valued and included in effective policy and practices. In order to achieve this we have included as wide a cross section of the academy community as possible in the consultation leading to the agreement of this academy policy and we have tried to incorporate the specific needs of particular groups of pupils in this process.

2. Academy Statement of Intent

Saint Benedict believes that:

- bullying is undesirable and unacceptable
- bullying is a problem to which solutions can be found
- seeking help and openness are regarded as signs of strength not weakness
- all members of the academy community will be listened to and taken seriously
- bullying prevents pupils achieving to their full potential and affects standards of achievement and aspirations
- everyone has the right to work and learn in an atmosphere that is free from fear
- all of us have a responsibility to ensure that we do not abuse or bully others
- young people should be encouraged to seek support in academy if they are worried about bullying and have a right to expect that their concerns will be listened to and treated seriously

- young people should be involved in decision making about matters that concern them
- we all have a duty to work together to protect vulnerable individuals from bullying and other forms of abuse

3. Aims of the Policy

- To assist in creating an ethos in which attending the academy is a positive experience for all members of the academy community
- To make it clear that all forms of bullying are unacceptable
- To enable everyone to feel safe while at school and encourage pupils to report incidences of bullying
- To deal effectively with bullying
- To support and protect victims of bullying and ensure they are listened to
- To help and support bullies to change their attitudes as well as their behaviour and understand why it needs to change
- To liaise with pupils, parents and other appropriate members of the academy community
- To ensure all members of the academy community feel responsible for combating bullying
- To ensure consistency in practice within the academy community

4. Intended Outcomes

- That all parents and pupils have had access to and had opportunity to comment upon the academy anti-bullying policy
- That there are effective listening systems for pupils and staff within the academy
- That parents have a point of contact for the anti-bullying lead in the academy if they are concerned about their child
- That all staff have the necessary skills and confidence to deal with incidents of bullying effectively and promptly
- That no child or young persons' educational opportunities and achievement is disadvantaged due to the experience of bullying
- That all staff are equipped with the skills necessary to deal with bullying
- That the wider academy community (e.g. midday supervisors) is involved in dealing effectively with, reporting, recording, monitoring and if necessary referring bullying incidents
- That there is effective communication with parents and the wider academy community on the subject of bullying through newsletters and parental meetings.
- That all incidents of bullying are recorded and appropriate use is made of the information and where appropriate shared with relevant organisations

5. Recording of Incidents

From September 2009 it is a legal requirement for schools to record all incidents of bullying. To meet this requirement we:

- Keep a record of individual incidents of bullying.
- Compile an annual record of bullying incidents
- Record incidents on Staff Shared Area under Pastoral

6. Procedures and Dealing with Incidents – A Whole Academy Approach

a) Role of pupils and staff in reporting and recording a bullying incident involving pupils

We take the view that everyone has a responsibility to report incidents of bullying or to share their concerns with a member of the academy community. At this Academy we follow the school guide to reporting and dealing with bullying incidents. **(See Appendix 1 for Anti-Bullying Immediate Response Chart)**

Information leaflets for pupils and staff can be found at www.derby.gov.uk/primarypshe or www.derby.gov.uk/secondarypshe

b) Guidance for pupils

If you are being bullied;

- Remember it is not your fault
- Try to stay calm and look as confident as you can
- Be firm and clear – look them in the eye and, if possible, tell them to stop and tell them how you feel

After you have been bullied:

- All bullying is wrong and you do not have to stay silent about it
- Tell an adult or somebody you trust about what has happened straight away. Adults in the academy have a responsibility to give you help and support around bullying
- If you are scared to tell a teacher or adult on your own, ask a friend to go with you
- Keep on speaking until someone listens and does something to stop the bullying

When you are talking to an adult about bullying 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 experience bullying by mobile phone, text messages or e-mail;

- Don't retaliate or reply
- Save the evidence do not delete anything
- Make sure you tell an adult who you trust
- Contact your service provider or look at their website to see where to report incidents
- Be careful who you give your mobile phone number or e-mail address to
- Make a note of exactly when a threatening message was sent.

For contacts and details of where to seek help outside school please see appendix.

c) Guidance for parents/carers

If your child has been bullied:

- Calmly talk with your child about his/ her experiences

- Make a note of what your child says including who was involved, how often the bullying has occurred, where it happened and what 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 an adult in the academy immediately
- Make an appointment to see your child's personal tutor or Pastoral Support Worker
- Explain to the tutor or Pastoral Support Worker the problems your child is experiencing

When talking with members of staff about bullying:

- Try to stay calm and bear in mind that the staff member 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 academy intends to take
- Ask if there is anything you can do to help your child or the academy
- Stay in touch with the academy and let them know if things improve as well as if problems continue

If you are not satisfied:

- Check with the academy anti-bullying policy to see if agreed procedures are being followed
- Discuss your concerns with the parent governor or other parents
- Make an appointment to discuss the matter with the Head teacher and keep a record of the meeting
- If this does not help write to the Chair of Governors explaining your concerns and what you would like to see happening
- If you require any further support then please contact the Local Authority

If your child is displaying bullying behaviour towards others:

- Talk with your child and explain that what he/she is doing is unacceptable and makes other children unhappy
- Discourage other members of your family from bullying behaviour or from using aggression or force to get what they want
- Show your child how he/ she can join in with other children without bullying.
- Make an appointment to see your child's class/form teacher and explain the problems your child is experiencing as well as discussing how you can work together to stop him/ her bullying others
- Regularly check with your child how things are going at school
- Give your child lots of praise and encouragement when he/ she is co-operative or kind to other people

If your child is experiencing any form of cyber bullying:

- Ensure your child is careful to whom they give their mobile phone number and e-mail address to
- Check exactly when a threatening message was sent and keep evidence of offending e-mails, text messages or online conversations. Do not delete messages
- If the bullying involves a pupil from the academy contact the academy to report this.
- Contact the service provider to report the incidents
- If the cyberbullying is serious and a potential criminal offence has been committed, you should consider contacting the police

Further support and advice is available for parents through the anti-bullying leaflets at www.derby.gov.uk/primarypshe or www.derby.gov.uk/secondarypshe

d) Guidance for adults experiencing bullying

The responses may be broadly similar or vary greatly to the response chart if it is an adult being bullied. If you are experiencing bullying as an adult:

- Seek advice and information from your union
- Share your concerns with a trusted colleague
- Make a record of all incidents and date them
- If you feel your situation is not being resolved then you should follow the academy's formal procedures as adopted by the governing body.

e) Sanctions

It is important for all schools to be open and transparent in the sanctions used for bullying incidents. This academy has set procedures to follow in implementing sanctions where a bullying incident has occurred. These sanctions are applied in appropriate proportion to the event. In the event of all other avenues being exhausted, or in particularly serious cases this may lead to exclusion.

The revised DCSF Revised Guidance of September 2007, Improving Behaviour and Attendance: Guidance on Exclusion from Schools and Pupil Referral Units, (Section 17) states:

“In cases where a head teacher has permanently excluded a pupil for persistent and defiant misbehaviour (which would include racist or homophobic bullying)....the Secretary of State would not normally expect the governors' Discipline Committee or an Independent Appeal Panel to reinstate the pupil.”

However, governors would need to examine the evidence that a wide range of strategies had been tried and failed to affect a positive change in the bullying behaviour.

7. Strategies to Reduce Bullying

The academy 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 support group approach/No Blame Approach
- Peer mediation
- Peer counselling
- Restorative approaches
- Anti-bullying Week
- Training for all members of staff on anti-bullying policy and strategy
- Academy Council
- Academy Social Care Worker
- Anti-bullying counsellors who have been trained
- Leadership and staff monitor and track incidents
- TooToot (<https://tootoot.co.uk>) Pupils are able to report incidents at anytime, anywhere via any device.

8. Confidentiality

Academy staff cannot promise absolute confidentiality if approached by a pupil for help. Staff must make this clear to pupils. Safeguarding procedures must be followed when any disclosures are made. It is very rare for a pupil to request absolute confidentiality. If they do, in situations other than those involving child protection issues, staff must make a careful judgement whether or not a third party needs to be informed. This judgement will be based upon:

- The seriousness of the situation and the degree of harm that the pupil may be experiencing.
- The pupil's age, maturity and competence to make their own decisions.

Where it is clear that a pupil would benefit from the involvement of a third party, staff should seek consent of the pupil to do so. If appropriate, staff might inform the third party together with the pupil. Unless clearly inappropriate, pupils will always be encouraged to talk to their parent/carer.

An underlying principle in supporting pupils in our academy is that all children are listened to sensitively and objectively and all incidences of bullying will be taken seriously.

Although the academy cannot guarantee confidentiality pupils will be informed of national and local helplines, if appropriate, where confidentiality can be maintained.

For further information please refer to the academy safeguarding policy.

9. Monitoring Arrangements

This policy will be evaluated and updated where necessary annually by the whole academy. The views of pupils, parents and staff will be used to make changes and improvements to the policy on an ongoing basis

The leadership team and governors will, on an annual basis, analyse the academy's anti-bullying data, identify trends and evaluate the effectiveness of anti-bullying strategies.

Appendices

Anti-Bullying Immediate Response Chart

Academy Bullying Incident Form

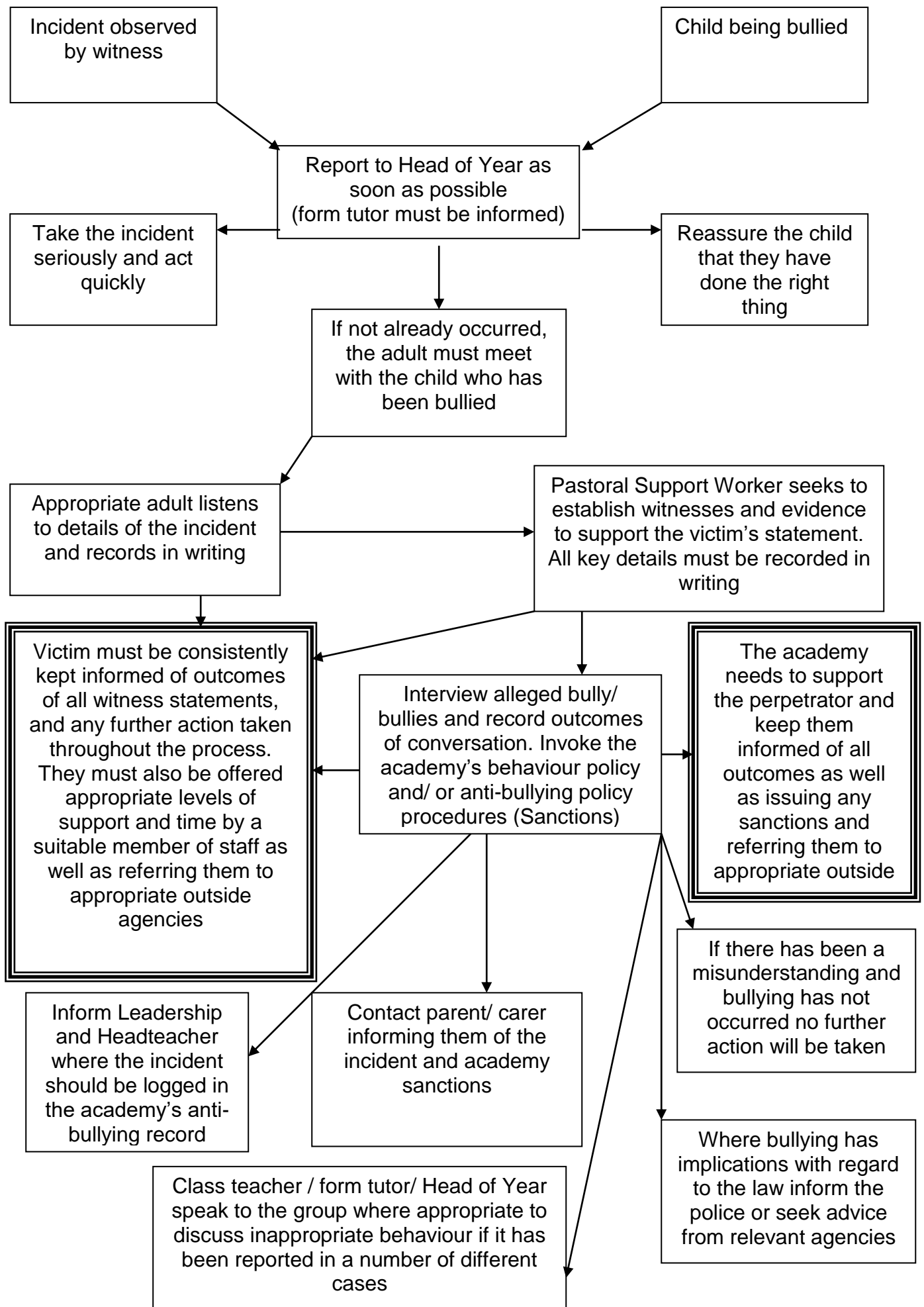
LA Monitoring of Bullying Incidents Form

Organisations Offering Support

Bullying – A Charter for Action

Bibliography

Anti-Bullying Immediate Response Chart



School Bullying Incident Form

This report will be held in strict confidence and will not be made available to any outside persons or agencies.

Report from _____ School name _____

Date of incident _____ Time of incident _____

Ethnic origin of victim _____ Ethnic origin of perpetrator _____

Male ☐ Female ☐

Male ☐ Female ☐

Indicate type of incident – please tick

Verbal		Physical	
Name-calling		Kicking	
Taunting		Hitting	
Mocking		Punching	
Making offensive comments		Pushing	
Teasing		Pinching	
Other (please state)		Other (please state)	
Emotional		Cyber	
Offensive graffiti		Offensive text messages	
Excluding from group		Offensive e-mails	
Spreading rumours		Sending degrading images	
Being forced to do something against own will		Other (please state)	
Taking possessions/money			
Other (please state)			

If you feel the bullying incident was in any way motivated by any of the following please indicate with a tick.

Appearance ☐ Disability ☐ Home circumstances ☐

Gender ☐ Race/ethnic origin ☐ Medical condition ☐

Religion ☐ Sexuality ☐

Brief description of incident

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Action taken

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CONTINUED OVER

Did the incident lead to the perpetrator(s) being excluded? yes/no

Have you had contact with the victim's parent/carer? yes/no

Have you had contact with the perpetrator's parent/carer? yes/no

Have you reported this incident to any other agencies? yes/no
If 'yes' which agencies?

Signed _____

Designation _____

Return to _____ **(named Senior Manager within the**
academy)

Organisations That Can Offer Support

Derby City Council does not necessarily endorse all the views expressed by these organisations.

National Organisations

Anti –Bullying Alliance - ABA

Brings together over 60 organisations into one network with the aim of reducing bullying and creating safer environments in which children and young people can live, grow, play and learn.

Tel: 020 7843 1901

www.anti-bullyingalliance.org.uk

National Healthy Schools Programme

A joint Department of Health - DH, and Department for Children, Schools and Families - DCSF, initiative. Part of the government's drive to reduce health inequalities, promote social inclusion and raise educational standards. Schools can access support from a local programme co-ordinator – their contact details are on the website.

www.healthyschools.gov.uk

11 Million – the Office of the Children's Commissioner

Looks after the interests and acts as the voice of children and young people by exposing issues affecting young people, facilitating and provoking debate, influencing policy, and holding organisations to account.

Tel: 0844 8009113

www.11million.org.uk

Ofsted

Inspects and regulates to achieve excellence in the care of children and young people, and in education and skills for learners of all ages.

www.ofsted.gov.uk

Act Against Bullying

A national charity which highlights new forms of bullying, particularly bullying through social exclusion.

Tel: 0845 230 2560

www.actagainstbullying.com

Actionwork

A multimedia organisation that uses film, theatre and other creative arts to explore and tackle issues that affect young people, in particular bullying.

Tel: 01934 815163

www.actionwork.com

Advisory Centre for Education

Advice line for parents on all procedural matters concerning schools.

Tel: 0808 800 5793

www.ace-ed.org.uk

Beatbullying

Aims to reduce and prevent the incidence and impact of bullying by devising anti-bullying strategies for young people by young people.

Tel: 0845 338 5060

www.beatbullying.org

Bully Free Zone

Provides a peer mediation service, written and telephone advice, and provides training for children and young people, parents, teachers, youth workers and other professionals.

Tel: 01204 454958

www.bullyfreezone.co.uk

Bullying Online

Provides an email service for children and young people as well as online help and information, for schools as well as pupils.

www.bullying.co.uk

ChildLine

Offers a free, 24-hour helpline and counselling service for children in distress or danger.

Tel: 0800 1111

www.childline.org.uk

Children: Homes, Advice and Teaching – C:HAT

C:HAT seeks to provide a complete support package for young people and the significant adults who are involved in their lives; through consultancy, behaviour management and children's homes.

Tel: 0116 259 3008

www.chatltd.com

Children's Legal Centre

Provides legal advice, information, assistance and representation to children, parents/ carers and professionals working with children.

Tel: 0800 7832 187

www.childrenslegalcentre.com

Commission for Racial Equality

A publicly funded, non-governmental body set-up under the Race Relations Act 1976 to tackle racial discrimination and promote racial equality.

Tel: 020 7939 0000

www.cre.gov.uk

Diana Princess of Wales Memorial Award for Young People

The Diana Anti-bullying Award is open to primary schools, secondary schools and youth organisations.

Tel: 0845 3372987

www.diana-award.org.uk

Educational Action Challenging Homophobia – EACH

Established to challenge homophobia in education.

Tel: 0808 1000143

www.eachaction.org.uk

Education for All

Joint campaign by Stonewall, Fflag and LGBT Youth Scotland to combat homophobic bullying. Website includes resources, research and case studies.

Tel: 020 7593 1851

www.stonewall.org.uk/education_for_all

Goldsmiths College

The Psychology Department at Goldsmiths has a research programme which covers a wide range of specialisms in experimental, theoretical and applied psychology. This includes research into bullying.

www.goldsmiths.ac.uk/departments/psychology/research

Kidscape

Provides training for professionals, courses for bullied children, and a helpline for parents of bullied children and books, videos, free booklets and leaflets about the prevention of bullying, many in several languages.

Tel: 020 7730 3300

www.kidscape.org.uk

Leap Confronting Conflict

Provides opportunities, regionally and nationally, for young people and adults to explore creative approaches to conflict in their lives.

Tel: 0207 272 5630

www.leaplinx.com

Mencap

Mencap fights for equal rights for people with learning disabilities and their families and carers, and provides housing and employment support.

Tel: 020 7454 0454

www.mencap.org.uk

National Autistic Society

Champions the rights and interests of all people with autism and seeks to ensure that they and their families receive quality services appropriate to their needs.

Tel: 0845 0704004

www.autism.org.uk

National Children's Bureau

Promotes the voices, interests and well-being of all children and young people across every aspect of their lives. As an umbrella body for the children's sector in England and Northern Ireland, provides information on policy, research and best practice.

Tel: 020 7843 6000

www.ncb.org.uk

National Society for the Prevention of Cruelty to Children – NSPCC

NSPCC aims to end cruelty to children. Works with children and families, as well as influencing public policy and attitudes.

Tel: 0207 825 2500

www.nspcc.org.uk

Parentline Plus

Offers help and support through a range of free, flexible and responsive services by working for and with anyone who is parenting a child.

Tel: 0808 800 2222

www.parentlineplus.org.uk

School's Out!

Aims to support lesbian, gay, bisexual and transgender - LGBT, staff in education and to raise the profile of LGBT people and issues.

Tel: 01273 298299

www.schools-out.org.uk

Stonewall

A campaign and lobby group working to achieve legal equality and social justice for lesbians, gay men and bisexuals.

Tel: 020 7593 1850

www.stonewall.org.uk

Teachers TV

Section of the Teachers TV website devoted to anti-bullying, featuring programmes which can be watched online, downloadable resources, links and interviews with experts on bullying.

www.teachers.tv/bullying

The Samaritans

Tel: 08457 909090

www.samaritans.org

UK Observatory for the Promotion of Non-Violence

A national initiative committed to addressing the key issues of aggression, bullying, anti-social behaviour and violence amongst children and young people.

Tel: 01483 684552

www.ukobservatory.com

Victim Support

Staff and volunteers offer free and confidential information and support for victims of crime. Operates via a network of affiliated local charities, Witness Service and the Victim Support line. Currently developing specialist and outreach services for children and young people affected by crime and bullying.

Tel: 0845 3030900

www.victimsupport.org.uk

Young Voice

Undertakes research with children and young people. Works in partnership with them on a wide range of issues including bullying. Offers research, evaluations, training and consultancy.

www.young-voice.org

Youth Justice Board for England and Wales

Executive, non-departmental public body working to develop and improve youth justice system and to prevent offending by children and young people up to the age of 17.

Tel: 020 7271 3031

www.youth-justice-board.gov.uk

Local Organisations

Children and Young People's Services

Middleton House, 27 St Mary's Gate, Derby, DE1 3NN

Tel: 01332 716924

Choices

For gay, lesbian and bisexual advice and support.

Tel: 01332 206027

www.choices.ndo.co.uk

Connexions

Free advice, information and support – including specialist careers advice. For all 13-19 year olds and people up to 25 years who have learning difficulties and/or disabilities.

8 Curzon Street, Derby

Tel: 01332 200033

www.connexions-derbyshire.org

Derby City Youth Service

David Finn – Head of Youth Service

Tel: 01332 716819

david.finn@derby.gov.uk

Derbyshire and Derby Young Carers Service

9 Leopold Street, Derby, Derbyshire, DE1 2HE
Tel: 01332 370430

Derbyshire Friend

For gay, lesbian and bisexual advice and support.
Tel: 01332 207704

Derby Race Equality Council

Tel: 01332 372428

Disability Direct

Advice and information for disabled people, carers or family members.
Tel: 01332 299449
www.disabilitydirectderby.co.uk

Hadhari Nari Women's Project

Advice and information for women on many issues, including support and accommodation for women fleeing domestic violence.

Runaways Project

Advice for under 16s who are thinking about running away from home.
Tel: 01332 206773
www.runawaysproject.org.uk

Safe and Sound Project

Citywide multi-agency initiative, providing support and advice for young people who are being, or are at risk of being sexually abused and exploited.
Tel: 01332 362120
www.safeandsoundderby.co.uk

The Space

Free information and advice for young people aged 12-25 years on sexual health – including clinics – housing, benefits, careers, drugs and more. Open Monday-Friday 1pm-6pm and Saturday 12pm-4pm.
12 The Sport, Osmaston Road, Derby
Tel: 01332 364445
www.derby.gov.uk/theSPACE

Youth Link Derby

A website for all 11-19 year olds in Derby. A chance for young people to have a say on what is happening in their area. Young people's ideas and views, up-to-date information, hot topics and a directory of services are all featured.
www.youthlinkderby.org.uk

Local Contacts

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