



# Bromley Trust Academy

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## Anti-Bullying Policy

<b>Responsible post holder</b>	Executive Headteacher
<b>Approved by / on</b>	2 <sup>nd</sup> December 2015
<b>Reviewed</b>	5 <sup>th</sup> July 2017
<b>Next Review</b>	5 <sup>th</sup> July 2018

## **ANTI-BULLYING POLICY**

### **1. Our Commitment**

- We are committed to providing a caring, friendly and safe environment for all our pupils so they can learn in a relaxed and secure atmosphere. Bullying and harassment of any kind is unacceptable at Bromley Trust Academy (BTA), whether it is at BTA itself or during off-site activities. If bullying or harassment does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively. This means that anyone who knows that bullying or harassment is happening is expected to tell the staff.
- All members of BTA Trust, staff, pupils and parents should have an understanding of what bullying/harassment is and what BTA's procedures are for responding to bullying/harassment.
- BTA takes bullying and harassment seriously. Pupils, staff, parents/carers, home-schools and anyone associated with BTA should be assured that we do not tolerate bullying/harassment and that they will be supported when such behaviour is reported.

### **2. Defining bullying and / or harassment**

Bullying or harassment is the use of deliberate aggression with the intention of hurting another person.

Bullying/harassment can be:

- Emotional: being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures);
- Physical: pushing, kicking, hitting, punching or any use of violence;
- Racist: racial taunts, graffiti, gestures;
- Sexual: unwanted physical contact or sexually abusive comments;
- Homophobic: because of, or focusing on the issue of sexuality;
- Because of learning or physical disabilities
- Verbal: name-calling, sarcasm, spreading rumours, teasing because of appearance etc.
- Cyber: is an aggressive, intentional act carried out by a group or individual using electronic forms of contact repeatedly over time against a victim who cannot easily defend himself/herself. Cyber-bullying is generally criminal in character. The law applies to cyberspace. (See E-Safety Policy)
- Mobile: threats by text messaging & calls, misuse of associated technology, i.e. camera & video facilities, MSN etc.

### **3. Why it is important to respond to bullying/ harassment**

Bullying hurts. No one deserves to suffer from bullying or harassment. Everyone has the right to be treated with respect.

Examples of behaviour changes brought about by bullying are:

- Being frightened of walking to or from BTA
- Not wanting to go to BTA by public/BTA transport
- Insisting on being driven to BTA
- Changing usual routines
- Being unwilling to go to BTA after previously enjoying being part of the BTA community

- Beginning to truant
- Becoming withdrawn, anxious, or lacking in confidence
- Starting to stammer;
- Attempting or threatening to run away or self-harm
- Crying themselves to sleep at night
- Having nightmares
- Feeling ill in the morning
- Beginning to do underachieve in academic studies
- Comes home with clothes torn or books damaged
- Having possessions which are damaged or unexpectedly go missing
- Asking for money or starting to steal money (to pay bully)
- Having dinner or other monies continually “lost”
- Having unexplained cuts or bruises
- Coming home hungry (money / lunch has been stolen)
- Becoming unusually aggressive, disruptive or unreasonable
- Starts to bully or harass other children or siblings
- A change in eating habits
- Being frightened to say what is wrong
- Being afraid to use the internet or mobile phone
- Becoming nervous and jumpy when a cyber-message is received
- Giving improbable excuses for any of the above

These signs and behaviours could indicate other problems, but bullying/harassment should be considered a possibility and should be investigated. Other signs may also manifest themselves not sited here.

#### **4. How we respond to bullying**

##### **4.1 The responsibility of Bromley Trust Academy**

The BTA will nominate a member to be the ‘anti - bullying/harassment representative. He / she will liaise with the Chair, the Headteacher and a designated teacher over all anti-bullying/harassment strategies and individual cases where appropriate.

##### **4.2 Headteacher**

The Head Teacher has a legal duty to draw up procedures to prevent bullying/harassment among pupils. In doing this he/she will:

- Ensure that all staff have an opportunity of discussing BTA strategies and reviewing them
- Determine the appropriate BTA strategies and procedures;
- Discuss development of the strategies and procedures with BTA Senior Leadership Team
- Ensure appropriate training is available to all relevant adults and pupils
- Ensure that a system for recording bullying/harassment incidents is in place
- Ensure that the procedures are brought to the attention of all staff, parents and pupils.

##### **4.3 Designated senior member of staff**

The Headteacher will nominate a senior staff who will:

- be responsible for the day-to-day management of the policy and systems
- ensure that there are positive strategies and procedures in place to help both those being bullied and the bullies
- maintain BTA's record of incidents of bullying

- keep the Head Teacher informed of incidents
- arrange relevant staff training
- determine how best to involve parents in the solution of individual problems
- make a termly report to the Head Teacher
- promote a culture of anti-bullying/harassment
- be responsible for ensuring that BTA's positive strategies are put into practice,
- know BTA's procedure and deal with any incidents that are reported

**Designated Senior Member of Staff:**

**Secondary School: Mark Valentine**

**Primary School: Paul Bailey**

**4.4 Staff**

**All staff will:**

- Be responsible for liaising with the designated member of staff over all incidents involving pupils in their form
- Ensure that all incidents of bullying are reported to the designated senior member of staff
- Be involved in any agreed strategy to achieve a solution
- Take part in BTA's anti-bullying/harassment programme
- Know the policy and procedures;
- Be observant and ask pupils what is happening to them;
- Investigate incidents according to the policy; and
- Report all incidents of bullying/harassment, whether on-site or during an off-site activity

**4.5 The Curriculum**

The BTA will raise the awareness of the anti-social nature of bullying/ harassment through its curriculum programme. Anti-bullying/harassment messages will be delivered through:

- The BTA's programme of assemblies
- The Student Council
- The use of tutorial time, and in the curriculum programmes of study (including transition programme).

**4.6 Changing the attitudes of those who bully**

Changing the attitude and behaviour of pupils who bully will play a major part in the strategies used by the BTA.

**4.7 Parents**

The BTA will encourage all parents to immediately contact the BTA if bullying is suspected. Parents will be encouraged to talk about the signs and symptoms and any suspicions they have regarding those carrying out the bullying. However, parents must leave the initial investigation to the BTA. Any attempt to resolve the issue themselves is likely to make the matter worse.

Parents should encourage their child to talk to an appropriate member of staff in the first instance.

**4.8 Pupils**

The BTA will encourage all pupils who think they are being bullied to tell an adult, parent or a member of staff and to explain what form the bullying/ harassment is taking and how it affects them. Pupils will be encouraged to report incidents of bullying/harassment to an adult, parent or other member of staff.

## **5. The processes and strategies to be used in tackling incidents of bullying/harassment**

- If bullying/ harassment is reported to a member of staff they must record the details as presented to them in the specified book or file and pass these on to the designated staff member. No promise of confidentiality can be given.
- In serious cases parents should be informed and will be asked to come in to a meeting to discuss the problem.
- If necessary and appropriate, police will be consulted or involved.

### **5.1 Resolving the issues**

Pupils who have been bullied will be supported by:

- Offering an immediate opportunity to discuss the experience with an appropriate member of staff of their choice
- Reassuring the pupil
- Offering continuous support with a designated member of staff
- Restoring self-esteem and self-confidence
- Referral to a counsellor or other support as appropriate
- Offering continuous support and advice to parents/carers
- Being informed about the outcome of the investigation in to their concerns

Pupils who have bullied will be helped by:

- Discussing what happened
- Discovering why the pupil became involved
- Establishing the wrong-doing and the need for change
- Informing parents to help change the attitude of the pupil

### **5.2 Strategy to be used in resolving the issue**

Changing the attitude and behaviour of bullies will be part of the responsibility of the positive procedures used by BTA. However, BTA recognises that sanctions will also have to be used against bullies.

- a) Following a reported incident staff will investigate using BTA's '3R Strategy' with the support of other members of staff as appropriate:
  - Reflection – What has happened? Could it have been different?
  - Resolution – How can we try to ensure this doesn't happen again?
  - Reconciliation – How we put things right between those involved?
- b) Time out/ reflection time may be used if deemed appropriate. The level of time out will be determined by the success of the 3Rs process and at the discretion of the member of staff involved.
- c) Referral to a counsellor (if necessary)

- d) Attendance at a mediation (restorative justice) meeting with the affected pupil to resolve issues and prevent recurrence
- e) If a pupil continues to inform that they are being bullied, further investigation must take place.

## **6. Sanctions**

Incidents with pupils who have bullied will be dealt with appropriately according to their behaviour, in accordance with BTA's Behaviour Policy. For persistent offenders or incidents considered as gross acts of aggression, a pupil may be sanctioned with a fixed-term exclusion.

## **7. Complaints**

If a parent or carer is dissatisfied with the response made by BTA following a reported incident of bullying/ harassment, he/she may make a complaint in accordance with the BTA's Complaints Policy.

## **8. Equal Opportunities**

In implementing this policy all members of staff must take into account BTA's Equal Opportunities policy. Staff must ensure that no pupil involved in any incident of bullying/harassment is disadvantaged on the grounds of gender, race, disability, sexual orientation, age, religion or belief.

## **9. Monitoring, Evaluation and Review**

The Trust Board will review this policy at least every two years and assess its implementation and effectiveness.