



LifeLine  
Projects

# Anti-Bullying Policy and Procedures

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# 1. Our values and beliefs

All students have the right to feel happy, respected, safe and included and learn in an environment without harassment, intimidation or fear. All bullying, of any sort, is unacceptable.

We will tackle bullying by creating an ethos where each student is valued and learns to value each student.

Values of respect for staff and other students, an understanding of the value of education and a clear understanding of how our actions affect others permeate the whole school environment and are reinforced by staff and mentors who set a good example and support students to achieve this.

Our stated commitment is that when a student speaks out about bullying:

- They will be listened to
- Their concerns will be taken seriously
- The matter will be investigated
- We will find a way to tackle it, together
- Someone will be there to help and support the student.

# 2. Statutory duties of schools

**The Education and Inspections Act 2006** provides that maintained schools must have measures to encourage good behaviour and prevent all forms of bullying amongst students. These measures should be part of the school's behaviour policy that must be communicated to all students, school staff and parents.

## Safeguarding children and young people

Under the Children Act 1989, a bullying incident should be addressed as a child protection concern when there is 'reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm'.

# 3. Scope of this policy and links to other policies

Students within scope of this policy are those who attend LifeLine Projects' alternative education provision. This policy includes:

- Bullying of students by students within school
- Bullying of and/or by students outside of school, where the school is aware of it.

Allegations about bullying of students by staff will be dealt with under LifeLine's Safeguarding and Child Protection policy.

This policy has links to the following policies and procedures:

- Equality, Diversity and Inclusion policy
- Behaviour policy
- e-Safety policy
- Safeguarding and Child Protection policy
- Complaints policy.

# 4. Definition

We have chosen to adopt the following definition of bullying:

Bullying is any form of deliberate behaviour, by an individual or group, repeated over time which intentionally causes hurt or distress physically or emotionally to another individual or group.

Bullying has many forms e.g. physical, verbal, emotional or electronic (cyber bullying).

A bully is someone who targets others and makes them unhappy or frightened over a period of time. They may do this by:

- Threatening behaviour (psychological, intimidation)
- Using physical violence
- Using unpleasant words – insulting comments, mocking verbal abuse
- Stealing property, taking or demanding money
- Deliberately upsetting people
- Sending unpleasant text messages/images
- Using the internet/MSN/technology to spread unpleasant rumours (cyber bullying).

Single, one-off incidents are not usually bullying, but if they are repeated, they must be reported and will be dealt with by the school.

We recognise that bullying that is motivated by prejudice is a particular concern, for example racist, sexist and homophobic bullying and bullying related to perceptions about disability and/or special educational needs. All staff will be provided with appropriate training in equality and diversity, so that they are equipped to tackle these issues on a wider scale as well as in relation to bullying. Further details of our commitment to this can be found in our Equality, Diversity and Inclusion policy.

## **5. Creating an anti-bullying climate in school**

Our Behaviour policy explains how we promote positive behaviour in school to create an environment where:

- Students behave well
- Where students take responsibility for each other's emotional and social well-being
- and, where they include and support each other.

We use our curriculum to:

- Raise awareness about bullying and our anti-bullying policy
- Increase understanding for victims and help build an anti-bullying ethos
- To teach students how to constructively manage their relationships with others.

## **6. Identifying and reporting concerns about bullying**

All concerns about bullying will be taken seriously and investigated thoroughly and is the responsibility of those who have been made aware of the circumstances.

Students who are being bullied may not report it. However, there may be changes in their behaviour, such as becoming shy and nervous, feigning illness, taking unusual absences or clinging to adults. There may be evidence of changes in work patterns, lack of concentration during lesson or truanting from lessons and school. School staff will be alert to the signs of bullying and act promptly and firmly against it in accordance with this policy.

Students who are bullying others also need support to help them understand and change their behaviour.

Students who are aware of bullying ('bystanders') can be a powerful force in helping to address it and will be encouraged to do so in a safe way.

All students will be encouraged to report bullying by:

- Talking to a member of staff of their choice
- Contacting local and national support agencies for advice/support.

All incidents of bullying will be logged by staff on an 'Incident Form' (Appendix A).

Staff who are being bullied will be encouraged to report it to a colleague of their choice.

Parents will be encouraged to report concerns about bullying and to support the school in tackling it. Trying to resolve bullying directly with students or their families can lead to problems escalating.

## **7. Responding to reports about bullying**

### **7.1 Staff**

We will take the following steps when dealing with concerns about bullying:

- If bullying is suspected or reported, it will be dealt with immediately by the member of staff who has been made aware of it (this may mean seeking advice from a colleague)
- A clear account of the concern will be reported to the Project Leader
- An appropriate member of staff will interview everyone involved and keep a detailed record. This will be held in line with the LifeLine's data protection policy
- All teachers will be kept informed about concerns
- Parents and other relevant adults will be kept informed
- Where bullying occurs outside school, any other relevant schools or agencies (e.g. Police, youth clubs) will be informed about the concerns and any actions taken
- Punitive measures will be used as appropriate and in consultation with all parties involved.

### **7.2 Support**

Students who have been bullied will be offered continuous support where appropriate including the following:

- Offered an immediate opportunity to discuss the experience with a member of staff of their choice
- Provided with reassurance that the bullying will be addressed
- Provided with support so that self-esteem and confidence can be restored
- The use of specialist interventions and/or referrals to other agencies e.g. the wider multi-agency team, educational psychology, where appropriate.

### **7.3 Students who have bullied will be helped through appropriate measures from the following menu:**

- Discussing what happened
- Discovering why the student became involved
- Establishing the wrong doing and the need to change
- Informing parents to help change the attitude of the student
- The use of specialist interventions and/or referrals to other agencies where appropriate
- Restorative justice approach.

## **8. Sanctions**

Bullying in any form will not be tolerated and bullying related incidents will be dealt with seriously. Each incident will be investigated thoroughly and parents kept fully informed of the outcome of such investigations. Sanctions applied will depend upon the individual incident but may include:

- Alteration to seating plans within teaching groups
- Lunchtime or after school detentions
- Restricting access to the school site or classrooms
- Isolation via The Seclusion Room or Internal Exclusion
- Exclusion from school site at lunchtime for a fixed period of time
- Transfer of form group or teaching group
- In serious cases the school will consider a fixed term exclusion
- Official warnings to cease bullying; this maybe verbal or in the form of a letter from the Lead Teacher.

In serious cases the school will consider fixed term and permanent exclusion.

## 9. Parents

Most concerns about bullying will be resolved through discussion between home and school. However, where a parent feels their concerns have not been resolved, they are encouraged to bring it to the Lead Worker's attention.

If the Lead Worker cannot resolve the matter informally then parents can raise the issue more formally through the school Complaints Policy.

Where a student is involved in bullying outside of school, e.g. in the street or through the use of the internet at home, parents will be asked to work with the school in addressing their child's behaviour, for example restricting/monitoring their use of the internet or mobile phone.

Referral of the family to external support agencies will be made where appropriate.

## 10. Preventative measures

We will:

- Work to create a school atmosphere of safety, care and trust in which positive relationships can flourish e.g. recognising positive behaviours and appropriately reinforcing them
- Raise awareness of the nature of bullying through inclusion of issues in the curriculum, mentoring sessions and informal discussion, as appropriate, in an attempt to eradicate such behaviour
- Participate in national and local initiatives such as Anti-bullying Week
- Seek to develop links with the wider community that will support inclusive anti-bullying education
- Consider the use of specific strategies, for example mentoring, referrals to Additional Support Providers.

## 11. Monitoring, evaluation and review

Incidents of bullying will be reported to the Director of Young People, including statistics about:

- The number of reported concerns
- Monitoring information about the students involved
- Motivations for bullying
- Actions taken and outcomes.

## 12. Organisations which can help

**Anti-bullying Alliance** - the alliance brings together over 60 organisations into one network with the aim of reducing bullying. Their website has a parent section with links to recommended organisations who can help with bullying issues [www.anti-bullyingalliance.org.uk](http://www.anti-bullyingalliance.org.uk)

**Kidscape** - [www.kidscape.org.uk](http://www.kidscape.org.uk) – 02077303300

**Bullying on line** [www.bullying.co.uk](http://www.bullying.co.uk)

Bullying at school – government advice on bullying at school <https://www.gov.uk/bullying-at-school/the-law>

**Bullying UK** – provides support to families <http://www.bullying.co.uk/advice-for-schools/examples-of-anti-bullying-projects/>

**Childline** – advice and stories from children who have survived bullying **08000 1111**

**Cyberbullying** - one of the first websites set up in this area, for young people, providing advice around preventing and taking action against cyberbullying. A Canadian based site [www.cyberbullying.org](http://www.cyberbullying.org)

**DfE Preventing and Tackling Bullying. Advice for Headteachers, Staff and Governing Bodies**

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/444862/Preventing\\_and\\_tackling\\_bullying\\_advice.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/444862/Preventing_and_tackling_bullying_advice.pdf)

**Know IT All for Parents** – a range of resources for primary and secondary schools by Childnet International.

Has a sample family agreement [www.childnet-int.org/kia/parents](http://www.childnet-int.org/kia/parents)

**Parentline Plus** – advice and links for parents [www.parentlineplus.org.uk](http://www.parentlineplus.org.uk) - 08088002222

**Parents Against Bullying** - 01928 576152

**Stonewall** - the gay equality organisation founded in 1989. Founding members include Sir Ian McKellen.

[www.stonewall.org.uk](http://www.stonewall.org.uk)

**Think U Know** - the Child Exploitation and Online Protection Centre (CEOP), has produced a set of resources around internet safety for secondary schools [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

## Appendix A - Incident Form

<b>Name of student involved:</b>			
<b>Date of Incident:</b>		<b>Time of incident:</b>	
<b>Member of staff/ trainer reporting incident:</b>			

**Brief Report of incident:**

**Other students involved:**

**Further action taken:**

<b>Disciplinary meeting date:</b>	
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**Outcome:**

<b>Incident reported completed by (name)</b>	
<b>Signature</b>	
<b>Date:</b>	