



Anti-Bullying Procedures

Rationale

Alice Smith School is committed to providing a supportive, caring and safe environment in which all children are free from the fear of being bullied. The purpose of the policy is to communicate to students, parents and staff members that bullying is unacceptable, that it will not be tolerated and that all parties affected will be supported. It is to ensure that all students have knowledge of and access to a support structure within school so that they can share worries and seek help.

Definition of Bullying

We define bullying to be:

The repetitive, intentional hurting of one person or group by another person or group, where the relationship might involve an imbalance of power. Bullying can be physical, verbal or psychological. It can happen face-to-face or online.

Bullying behaviour can be:

Physical – pushing, poking, kicking, hitting, biting, pinching etc.

Verbal - name calling, sarcasm, spreading rumours, threats, teasing, belittling.

Emotional – isolating others, tormenting, hiding books, threatening gestures, ridicule, humiliation, intimidating, excluding, manipulation and coercion.

Sexual – unwanted physical contact, inappropriate touching, abusive comments, exposure to inappropriate films etc.

Online /cyber – posting on social media, sharing photos, sending nasty text messages, social exclusion

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Indirect - Can include the exploitation of individuals.

The school takes any allegation of bullying very seriously and all cases are investigated thoroughly. No report of bullying, or unpleasant behaviour towards others, will ever be ignored. The terms 'bully' and 'bullying' are emotive and will be used with caution until an incident has been properly and fully investigated.

Principles

In our school community:

- Everybody has the right to be treated with respect.
- Everybody has the right to feel happy and safe.
- No-one deserves to be a target of bullying.
- Students who bully need to learn different ways of behaving.

Prevention of Bullying

Wherever possible, the emphasis will be on preventive measures rather than simply reacting to incidents of bullying when they occur.

In school, we do this by:

- Ensuring that all students take part in programmes and assemblies on emotional wellbeing, respect, healthy relationships and citizenship.
- Ensuring that these sessions include the differences between bullying and other types of behaviour, for example relational conflict.
- Raising awareness of online bullying through regular e-safety lessons.
- Building a positive ethos based on respecting and celebrating all types of difference in our school.
- Creating a safe and happy environment, with consequent positive relationships that have an impact on learning and achievement.
- Having a positive ethos that all students, staff and parents understand.
- Reflect and learn from bullying episodes – consider what needs to happen next to prevent future bullying.
- Offering training to all school staff around bullying, including specific guidance on supporting vulnerable students. All staff members should be vigilant and willing to take appropriate action if they

suspect or are made aware that a student is being bullied in school or in the wider community.

- Encouraging students to speak out about unkind behaviour they might see. Providing opportunities via online platforms (Komodo) for students to report this behaviour.

Action to Take

The principle underlying this policy is that students who are targeted or are witnesses to bullying should be confident that they can approach any member of staff for help. The member of staff is expected to act immediately in accordance with this policy. All staff members play a vital part in making it clear that bullying behaviour will not be tolerated, and should be both vigilant and proactive in responding to potential bullying situations.

Staff Members

Staff members should follow the school's procedures when a bullying incident arises. Staff members should also:

- note and report any significant changes in a student's behaviour to a child's class teacher
- be vigilant and watch for interaction between students that may indicate bullying
- understand the difference between bullying and other types of behaviour

Procedure for Investigating and Managing Incidents of Bullying

Staff members to whom the incident is reported or those who first discover the incident should:

- secure the safety of the student who is alleging the bullying. Think about any safeguarding concern and report concerns to the Designated Safeguarding Lead (DSL) if necessary
- immediately refer the incident to the appropriate member of staff. Year Leaders take responsibility for investigating incidents, with support from the relevant pastoral leaders if necessary.

- In circumstances where it is not possible after investigation to ascertain whether bullying has definitely taken place, staff will continue to monitor even if no action is possible at that point.

Year Leaders

Year Leaders take responsibility for investigating incidents that happen in school or with support from the Student/Pastoral Team if necessary.

The investigation may include some or all of the following steps:

- discussion between the student who has alleged to have been bullied and their Class Teacher/Form Tutor/Year Leader
- discussion between the student who has been accused of bullying and their Class Teacher/Form Tutor/Year Leader
- discussions between other students who may have witnessed or have information about the incidents and their Class Teacher/Form Tutor/Year Leader
- identifying possible relevant/historical information from Wellbeing Manager, Komodo Wellbeing surveys, Safeguarding Register, other staff members and the Student/Pastoral Team
- observations
- viewing of CCTV if relevant

Where Bullying has not taken place/not possible to ascertain

If it is deemed that bullying has not taken place or if it is not possible to ascertain whether bullying has taken place:

- staff will continue to monitor even if no action is possible at this point
- the incident/s will be recorded in iSAMS Wellbeing Manager/CPOMS (from 2024/25)
- the serious incident/bullying incident investigation procedure document will be kept on file by the Student Team/Pastoral Team and added to if relevant.
- it will be reported to governors as part of the termly pastoral report together with the outcome
- the parents of the student alleging the bullying will be informed
- the parents of the student who has been accused of bullying will be informed
- support will be offered, where appropriate, to the student alleging the bullying e.g counselling support

- Following the conclusion, the class teacher/Year Leader will follow up with parents:
 - on at least two more occasions within the first month of the incident with parents
 - at least one more time after this

and log this on the serious incident/bullying incident investigation procedure document together with the outcome of any interaction.

Where Bullying has taken place

If it is deemed that bullying has taken place, some or all of the following steps may be followed:

- clear guidelines are decided upon and expectations are recorded on iSAMS and where appropriate emailed to both parties. Both students should know that the situation will be monitored and know of consequences for the student displaying bullying behaviour if bullying continues.
- parents of all students involved will be informed.
- appropriate consequences for the student (s) involved in perpetrating bullying will be decided upon according to the individual situation. If appropriate, support may be offered in the form of mentoring or the school counselling service.
- support will be offered to the student who has been bullied and any other students affected. This may be in the form of the school counselling service.
- the incident will be recorded in iSAMS Wellbeing Manager and will be reported to governors as part of the termly pastoral report.
- the serious incident/bullying incident investigation procedure document will be kept on file by the Student Team.
- the Year Leader and Class Teacher will continue to monitor the situation, with support from the Student Team.
- if no improvement is seen, referral to the Student Team.
- in serious cases students may be temporarily or permanently excluded by the Head of School in accordance with the Exclusion Policy.
- Following the conclusion, the class teacher/Year Leader will follow up with parents:
 - on at least two more occasions within the first month of the incident with parents
 - at least one more time after this

and log this on the serious incident/bullying incident investigation procedure document together with the outcome of any interaction.

Parents

Parents need to know:

- that if they are concerned that their child is being bullied, they should contact their child's class teacher and know that the matter will be taken seriously and investigated thoroughly
- that we recommend that parents should not confront students involved or their parents and never on the school premises. This can complicate the situation. The school will directly deal with all students involved and their parents.
- that the school will work with both the child and the parents to ensure that any bullying is stopped and that support is given where needed.
- that if their child is identified as carrying out bullying behaviour, they will be informed and involved
- that all members of the school community, including students, staff, parents and governors, are expected to treat everyone with dignity and respect at all times.
- that if parents feel that their concern has not been dealt with appropriately they should follow the schools complaints policy. This includes both face-to-face contact and online.

Students

Students need to know:

- the school's procedures for dealing with bullying
- that they can approach any staff member to report an incident of bullying
- the signs to look out for in case one of their friends is being bullied
- that they will be taken seriously
- that any information they give to teachers will be dealt with as confidentially and anonymously as possible

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