



George Spencer Academy

Anti Bullying Policy

The aim of our anti-bullying policy is to clarify for students and staff that bullying is **always** unacceptable. We aim to encourage an environment where independence is celebrated and individuals can achieve within a supportive environment. Every student has the right to be safe and happy in school, and to be protected when he / she is feeling vulnerable. This policy provides grounds for complaint against bullying, giving students, parents and staff the confidence to raise the alarm in the knowledge that their concerns will be taken seriously and dealt with quickly and effectively.

Bullying is a whole school issue. As part of the 'Every Child Achieves' agenda, therefore all members of teaching and support staff have a responsibility to ensure that students are able to learn in a non-threatening environment. In line with the school's approach to other aspects of behaviour management it is important to seek to prevent bullying rather than simply seeking to respond to it when it occurs. Bullying affects everyone, not just the bullies and the victims. It also affects those other children who watch and may get drawn in.

The school recognises the needs of the victims and the bullies. Cases will be handled with sensitivity and discretion.

Students are encouraged to report bullying as staff can only take action if they know that incidents have occurred. As a school we aim to:

- Raise awareness of bullying within the school by creating an ethos of disclosure, openness and trust between students, staff and parents.
- Develop a centralised system for reporting, recording and reacting to bullying incidents.
- Regularly monitor, analyse and evaluate incidents of bullying within school with a view to responding to specific trends.

Definition

BULLYING is deliberate, hurtful behaviour, either physical or psychological, which is unprovoked and is repeated over a period of time.

Types of Bullying are: -

- **Physical** e.g. hitting, kicking, taking belongings.
- **Verbal** e.g. name calling, insulting, making racist or homophobic remarks.
- **Written** e.g. threatening or embarrassing notes or graffiti.
- **Social** e.g. spreading rumours, excluding from groups.
- **Cyber** e.g. the use of mobile phones or the internet. It may include threats or name-calling via internet chat rooms, web pages, texts or phone calls. It may also involve the misuse of associated technology such as cameras and video facilities.

Encouraging students to speak out

At George Spencer School we seek to create an ethos of awareness, openness and disclosure regarding bullying through:

- Year group assemblies and time with Learning Managers
- Year 7 Behaviour for Learning Programme and PHSE Programme. Students learn about the issue in PHSE lessons. Content includes what to do if bullying takes place, how to report bullying, and learning strategies to help to deal with bullying incidents. In addition to this, all staff are encouraged to use other opportunities which may arise within their subject to reinforce the school's position on bullying. If a bullying incident takes place, students are encouraged to talk to their Peer Mentors, Midday Supervisor, Pastoral Support Assistant, Learning Manager or Director of Learning.
- The establishment of the Pastoral Support team as a first port of call to report alleged incidents. Pastoral Support also investigate alleged incidents and liaise with the relevant Learning Managers / Directors as appropriate.
- The School Council being involved in reviewing the anti-bullying policy
- 'Hands Off' Strategy
- Anti-Bullying Week. The week is early in the academic year to reinforce the school's anti-bullying message and procedures early. Planning of the week involves the School Council
- Years 7,8 and 9 have a defined space for lunchtime recreation to enhance their sense of security and identity.

We ensure that students can express their concerns in the following ways:

- Contact with Learning Manager and Pastoral Support
- **Email / Text reporting system- enabling students and parents / carers to report incidents of bullying at any time. Reports are dealt with as soon as possible.**
- **Contact e-mail: stopbullying@george-spencer.notts.sch.uk**
- **Contact text: 07969203860**
- Peer Mentors – Students in Years 10 and 12 who are trained in the mentoring of Years 7 and 8. Mentors are available in designated tutor slots to talk with the younger students and counsel them in any issues they may have, including bullying. Information is then circulated to relevant staff.

How to report as a parent / carer

Concerns about bullying must be reported to the school – they will be taken seriously and dealt with promptly. The process is as follows:

Reports to the designated anti-bullying contact can be made by telephone, e-mail, text message or in person via an appointment. Contact will be made with the parent within 24 hours of the report being made to acknowledge receipt of the alleged incident and provide an update of action taken so far. Details of any incidents will be completed on an incident form and subsequently entered onto a computer database. The form will then be passed immediately to the relevant member of staff for action.

The matter will be investigated as appropriate. Depending on the incidents reported this may include collating statements from relevant students, discussions between students and possible apologies, meeting with parents, meeting with the School's Police Liaison Officer.

The actions and outcomes will then be entered onto the incident form and paper copies will be filed in the student's records.

Incidents will be monitored and on a half-termly basis, analysed for emerging patterns. Parents of victims will be contacted at the end of subsequent half terms to check that the problem has not resurfaced.

George Spencer Academy hopes that parents and carers will take all reasonable steps to assist in the implementation of this policy and, in particular that they will:

- Be aware of the school's anti-bullying policy.
- Maintain contact with the school over any reported incidents of bullying involving their child and seek to work co-operatively with the school to resolve the problem.

These responsibilities are consistent with those set out in the home - school agreement.

Responsibilities of Staff if an incident of bullying occurs

1. Do not turn a blind eye.
2. Remind students of what bullying is. If appropriate, also remind them of the school-wide strategy of 'Hands Off'.
3. Ask both students to give their story of what happened.
4. If possible, document the incident, statements and actions. If this is not possible please notify Pastoral Support or the Duty Manager as appropriate.
5. Make it clear to the alleged bully and victim that you are aware of what has happened and will be looking out for such incidents again in the future. Explain that you will report the incident to the Learning Manager / Pastoral Support Assistant and if necessary to the relevant Director. Deal with the incident as appropriate at the time.
6. The Learning Manager / Pastoral Support Assistant should discuss the situation with the alleged bully / victim and record further action taken, including contact with parents.
7. The Director of Learning in liaison with the Pastoral Support is then responsible for further action to be taken. The Director should be aware and act on any pattern emerging from several such referrals. Incidents of bullying should be discussed with the link member of the Leadership Team as appropriate.

The following sanctions will be used as appropriate:

- Child spoken to by member of staff
- Liaison with parents
- Supervision at break and lunchtime
- Detentions
- Withdrawal from lessons
- Exclusions (fixed term or permanent)

It is useful to bear the following points in mind:

Working with children who are bullying

1. Be critical of the behaviour, not the person.
2. Offer opportunities to make amends and change behaviour.

Working with victims

1. Provide protection, support and reassurance.
2. Help them to develop self-confidence and self-esteem.
3. Help them to develop a more effective range of social skills.

Responsibilities of Students

At all times, students are expected to observe the principles of behaviour that underpin the school's behaviour policy. These are:

- Allow teachers to teach and students to learn.
- Respect the work of all members of the school community.
- Respect people's safety, feelings and property.
- Protect the school environment.
- Students are expected to tell an adult if they have been bullied or if they have witnessed, or are aware of, the bullying of another student.