SMITHILLS SCHOOL
SUCCESS FOR ALL

Policy/Author: Anti Bullying/I Doughty

Version: 2

Date: December 2021

Review Date: November 2022

Principal

Ratified by Trust on: December 2021

Chair of Trustees

Ofsted Good Provider

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At Smithills School we accept out duty to provide a safe and harmonious environment for all our young people both in school and out of school. Bullying must not go unnoticed; it must be identified, challenged and positive steps must be taken to support our policy of zero tolerance. Victims will be supported fully; perpetrators will be made to face the consequences of their actions.

Bullying is a deliberate act, done to cause distress. Any pushing, hitting, kicking, threatening, extortion, teasing or name calling, which happens often enough to make a pupil feel hurt, frightened, sad or lonely, is bullying. Cyberbullying by email, social networking sites and mobile technology is now becoming a significant issue both at home and school.

PURPOSES	
1.	To ensure that pupils, staff, parents and Trustees understand the school's approach to bullying and that all staff understand their responsibilities (see Appendix 1).
2.	To promote a general awareness about bullying and to enforce the idea that it will not be tolerated.
3.	To create a framework for pupils to speak out against bullying and not to be fearful of the consequences.
4.	To reassure parents that bullying will be dealt with in a caring, firm and profressional manner.
5.	To provide pupils with the skills and strategies necessary to deal with bullies.
6.	To create an environment where students feel safe.

GUIDELINES	
1.	We encourage all adults in school, pupils and parents to have a collective responsibility in the prevention of bullying.
2.	Whenever an incident of bullying is reported to or witnessed by a member of staff, the incident will be treated seriously and will be acted upon. (See attached information, Appendix 2).
3.	All information relating to an incident of bullying will be passed to the relevant KS Office. However, all staff should be prepared to support a pupil who seeks help regarding an incident of bullying.

4.	Pupils and parents are encouraged to report any bullying they witness or suspect to the relevant Director of Learning so that action can be taken. Alternatively, pupils may wish to report bullying via our SHARP system.
5.	Bullying will be discussed during Citizenship lessons and tutorials to help pupils understand bullying and its implications. Form Tutors will ensure that pupils are aware of the school's bullying procedure and will make reference to it regularly. In addition, all staff should make clear to pupils the school's stance on bullying and the importance of respecting one another, whenever possible and appropriate.
6.	An Assistant Vice Principal will lead the school strategy on anti-bullying and co-ordinate the school strategy.
7.	Duty staff are located throughout the school during all breaktimes. The site is also covered by CCTV.
8.	KS Offices will prepare termly reports on bullying.

APPENDIX 1

The Principal will:

- Ensure that all staff have an opportunity to discussing strategies and reviewing them;
- Determine the strategies and procedures;
- Discuss development of the strategies with the Senior Leadership Team;
- Ensure appropriate training is available;
- Ensure that the procedures are brought to the attention of staff, parents and pupils; and
- Report annually to the Trust.

SLT person with responsibility for bullying will:

- Be responsible for the day to day management of the Procedure and systems;
- Ensure that there are positive strategies and procedures in place to help both the bullied and bullies;
- Keep the Principal and designated teacher informed of incidents;
- Arrange relevant staff training;
- Determine how best to involve parents in the solution of individual problems and make a termly report to the Principal.

Key Stage offices will:

- Be responsible for ensuring that the school's positive strategies are put into practice; and
- Know the school's procedure and deal with any incidents that are reported.

Form Tutors will:

- Be responsible for liaising with the KS Offices over all incidents involving pupils in their form;
- Be involved in any agreed strategy to achieve a solution; and
- Take part in the anti-bullying programme in the PSHE and Citizenship course.

All Staff will:

- Know the Procedures;
- Be observant and ask pupils what is happening to them;
- Deal with incidents according to the procedure;
- Never let any incident of bullying pass by unreported, whether on-site or during an off-site activity; and
- Participate in the PHSE and Citizenship course.

APPENDIX 2

SPECIFIC GUIDANCE IN DEALING WITH BULLYING INCIDENTS

EVERY CASE OF BULLYING IS DIFFERENT AND WE MUST RESPOND ACCORDING TO THE NEEDS OF EACH INDIVIDUAL CASE.

1. All staff, pupils and parents should be alert to signs of bullying. Staff should be watchful at all times, observing relationships both in class and outside.

2. If a pupil seeks help regarding an incident of bullying the member of staff should listen careful, note details of the incident and identify any witnesses. If the problem cannot be resolved, the information should be passed on to the pupil's Director of Learning for further investigation or monitoring. If the problem can be resolved, all information should be passed to the relevant KS Office to be filed. Pupils can report incidents of bullying 'anonymously' by either writing a statement or 'posting' it in the KS Offices via an electronic email system. Designated staff will then pick up the bullying incident and deal with it in accordance with school procedure. Pupils must inform the Director of Learning of their name and form when giving this information.

3. If an act of bullying is witnessed by any member of staff it should be dealt with immediately, to enable a swift enquiry to take place. Incidents should be reported to the relevant member of SLT/Director of Learning/KS Office.

4. Any interviews to ascertain the facts about an incident of bullying should be conducted in a sensitive and professional manner.

   Pupils involved may be spoken to separately or together, depending on the circumstances. Details of the interviews should be recorded.
   Pupils involved may be asked to make a written statement.
   Once the facts have been established a decision can be made regarding appropriate punishment and support.

5. The school will use a range of strategies to help prevent bullying. These include:

   Peer mediation; support by Key Stage 4 students at lunchtime
   Negotiation and conflict resolution – between the two pupils (if appropriate)
   Mediation and reparation – explaining the issues and looking for positive solutions and ways forward.

6. The next step may include a pupil being given a suitable punishment e.g. verbal warning/reprimand, detention, Reintegration. In cases of serious and persistent bullying exclusion may be used.

7. Pupils of both parents will usually be contacted. If a situation arises for the first time and is quickly and amicably resolved, parents would not usually be officially informed.

   However, the pupils involved would be encouraged to tell their parents what has happened and the action taken. In serious cases, or where a pupil has offended more than once, parents will be informed by telephone or a letter will be sent explaining the circumstances and often requesting an interview with the parents.

8. A pupil can be given help to develop strategies for dealing with bullying on their own. Support is also available for a pupil who is accused of bullying.

9. Following any incident, staff pupil and parents should continue to monitor the situation. Any subsequent bullying must be reported immediately.

APPENDIX 3 – CYBER-BULLYING

There are 7 identified types of cyberbullying:-
Text messages bullying involves sending unwelcome texts that are threatening or cause discomfort.

Picture/video-clip bullying via mobile phone cameras is used to make the person being bullied feel threatened or embarrassed, with images usually sent to other people 'Happy slapping' involves filming and sharing physical attacks.

Phone call bullying via mobile phone uses silent calls or abusive messages. Sometimes the bullied person's phone is stolen and used to harass others, who then think the phone owner is responsible. As with all mobile phone bullying, the perpetrators often disguise their numbers, sometimes using someone else's phone to avoid being identified.

Email bullying uses email to send bullying or threatening messages, often using a pseudonym for anonymity or using someone else's name to pin the blame on them.

Chat room bullying involves sending menacing or upsetting responses to children or young people when they are in a web-based chat room.

Bullying through instant messaging (IM) is an internet-based form of bullying where children and young people are sent unpleasant messages as they conduct real-time conversations online (i.e. MSN, Bebo, etc).

Bullying via websites includes the use of defamatory blogs (web logs), personal websites and inline personal polling sites. There has also been a significant increase in social networking sites for young people, which can provide new opportunities for cyberbullying.
Pupils are educated on the subject of cyberbullying via the PHSE programme and through pastoral support in Houses from Form Tutors. They are encouraged to report instances of this or any other dangerous or suspicious online behaviour to be dealt with in accordance with the procedures laid down the School's Anti-Bullying procedure.

All staff has a responsibility to safeguard the welfare of pupils online by educating them, supporting them and reporting any instances of cyberbullying or other dangerous or suspicious online activity in line with school procedures.

GUIDANCE FOR STAFF

If you suspect or are told about a cyber-bullying incident, follow the protocol outline below:

Mobile Phones

Ask the pupil to show you the mobile phone
Note clearly everything on the screen relating to an inappropriate text message or image, to include the date, time and names
Make a transcript of a spoken message, again record date, times and names
Tell the pupil to save the message/image
Go with the pupil and see the Director of Learning, or in their absence, a member of the Senior Leadership Team

GUIDANCE FOR PUPILS

If you believe you or someone else is the victim of cyber-bullying, you must speak to an adult as soon as possible. This person could be a parent/carer, your tutor, or your Head of Yearwebb.

Do not answer abusive messages but log and report them

DO not delete anything until it has been shown to your teacher or parent (even if it is upsetting, the material is important evidence which may need to be used later as proof of cyber-bullying)
Do not give out personal IT details
Never reply to abusive messages
Never reply to someone you do not know
Stay in public areas in chat rooms

GUIDANCE FOR PARENTS

It is vital that parents and the school work together to ensure that all pupils are aware of the serious consequences of getting involved in anything that might be seen to be cyber-bullying. Smithills School informs parents of the cyber-bullying procedures in place to deal with cyber-bullying.

Parents can help by making sure their child understands the school's procedure and above all, how seriously Smithills takes incidents of cyber-bullying.

Parents should also explain to their sons or daughters legal issues relating to cyber-bullying.

If parents believe their child is the victim of cyber-bullying, they should save the offending material (if need be by saving an offensive text on their or their child's mobile phone) and make sure they have all relevant information before deleting anything.

Parents should contact the Director of Learning as soon as possible who will deal with the incident in the appropriate way.