



ANTI-BULLYING POLICY

Committee:	Governing Body
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Required to publish on website?	Yes
Statutory:	Yes (as part of Behaviour Policy)

1. Introduction

1.1 In line with our Church of England ethos The St Marylebone CE Bridge School (“the School”/“SMBS”) is committed to providing a caring, friendly and safe environment for all of our students so that they can learn in a relaxed and secure atmosphere. Bullying of any kind is not acceptable. If it does occur, all students should be encouraged to tell a responsible adult in the knowledge that incidents will be dealt with promptly and effectively. Anyone who is aware of instances of bullying is expected to report it to the relevant member of staff. It is the discretion of the school to determine whether bullying has taken place, with the judgement made on the balance of probabilities.

2. Objectives

- 2.1 All staff, governors, students and parents will have an understanding of bullying and its consequences.
- 2.2 All will be aware that bullying will not be tolerated.
- 2.3 Clear procedures for reporting and dealing with incidents of bullying will be established.

3. What is bullying?

3.1 Bullying is repeated offensive, insulting or intimidating behaviour, either by members of a group or an individual. Bullying can include any of the following:

- **physical** - hitting, kicking, and taking of belongings, etc
- **verbal** - name calling, insulting, and making offensive remarks, etc
- **indirect** - spreading stories, exclusion from social groups, spreading malicious rumours

- **cyber/online** -sending malicious messages or images via email, text or social networking platforms.
- **sexual** - inappropriate physical contact or sexually abusive comments
- **ethnic and racial** - targeting a person for belonging to a certain ethnic or racial group
- **religious** - targeting a person for belonging to a certain religious group
- **homophobic, biphobic, transphobic or related to gender identity** - targeting a person because of perceptions about their sexuality or gender, including the use of homophobic language
- **targeting a person because of a physical or learning difficulty**

4. Procedure

4.1 All students are made aware of the School's zero-tolerance approach to bullying through Assemblies, Word of the Week, PSHE, School Council events, Anti-bullying week, lessons and any other opportunities that arise.

4.2 Students are encouraged to tell an adult in the School if they have any concerns about bullying. Students should do the following:

- (i) tell an adult, either in person, via an email or by writing a note
- (ii) this will be passed onto the relevant Head of Key Stage and investigated thoroughly and sensitively.

N.B We believe that establishing and maintaining an ethos where children feel secure, are encouraged to talk and are listened to is vital for the prevention of bullying. This means ensuring that children know that there are adults in the School who they can approach if they are worried or in difficulty.

4.3 All reports of bullying must be taken seriously. Where an incident has been reported or where a member of staff suspects that bullying may be taking place, the procedure outlined below should be followed.

- (i) Details should be passed in writing to the student's Head of Key Stage.
- (ii) The Head of Key Stage will carry out a thorough investigation. In the first instance, the Head of Key Stage will talk to the student/s concerned to discuss the incident with him/her (as is appropriate to the student's level of understanding). Their views will be taken into account when proceeding with the investigation. Where possible, parents of all students involved in an allegation of bullying will be informed on the same day.
- (iii) Where the bullying involves text messages, e-mail or other social networking platforms, the Head of Key Stage should do their best to ensure that the student saves or forwards the offending message for future reference. Copies of the messages should be taken where possible.
- (iv) All of the students involved will be asked to give an account.
- (v) In more serious cases, it may be necessary to contact the Police. In such cases the School will act on Police advice.
- (vi) Parents will be informed of the outcome of any investigation at the earliest possible opportunity. The School will cooperate fully with any Police investigation that the parent may wish to instigate.

- (vii) Where an investigation confirms that bullying has taken place, one or more of the following sanctions or interventions may be put in place with respect to the perpetrator/s:
- they may be given detentions in break time, lunchtime or after school
 - their parents may be invited to the School to discuss the incident
 - they may be referred to a Learning Mentor/Therapist or to an outside agency
 - they may be provided with a peer mentor where deemed appropriate
 - they may be internally excluded
 - if their behaviour is persistent they may be placed on a Pastoral Support programme designed by SALT (PSP)
 - in serious cases they may be excluded for a fixed term in accordance with the School's exclusion policy.

N.B It is important to establish whether there was **'intent'** behind the behaviour/s. It is common for students with language and communication problems to experience confusion about the effect of their behaviours on others. This is continually targeted through a whole school, multi-disciplinary approach. However, once members of staff are sure that a student or students have been made explicitly aware of the unacceptability of certain actions/behaviours then anti-bullying policies will be implemented.

- (viii) The student (victim) concerned may be offered support in one or more of the following ways:
- the opportunity to return to speak to his/her Head of Key Stage at any time
 - a peer mentor
 - a school based mentor or a referral to an outside agency if appropriate
 - an opportunity to speak to the perpetrator/s in a safe supervised setting
- (ix) The Head of Key Stage will continue to monitor the situation.
- (x) Where the incident involves students who may be in the same class, the form tutors and subject teachers will be informed and will be asked to remain vigilant.
- (xi) In all cases strategies will be put in place to help the perpetrator(s) to change their behaviour. This may involve outside agencies.
- (xii) Details of all instances in which a report of bullying has been made will be recorded on correct form in the shared drive.

5. Bullying outside of school

5.1 The Department for Education guidance ['Behaviour and discipline in schools – a guide for head teachers and school staff 2016'](#) outlines the greater powers that teachers have in relation to disciplining students. It outlines that 'Teachers have power to discipline students for misbehaviour which occurs in school and, in some circumstances, outside of school.'

5.2 The School seeks to address all forms of bullying and will work with parents, carers and outside agencies to support them in dealing with bullying that occurs outside of school. The School is not directly responsible for bullying which occurs away from the school premises, unless it takes place whilst students are engaged in school business, i.e. on a school trip.

However where a student reports that bullying or other unacceptable behaviour is taking place off the school premises, the School may decide to respond in one of the following ways:

- (i) In serious incidents, encourage the parents of the student concerned to contact the Police.
- (ii) notify the Safer Schools Police team
- (iii) contact the Headteacher of another school whose students are involved in bullying off the premises.
- (iv) offer advice to students about how to avoid or handle bullying away from the school grounds. This may take place through individual sessions or through a workshop.
- (v) suggest agencies, such as Kidscape, NSPCC, etc that may be able to assist.
- (vi) Sanction students in line with the School Behaviour Policy

6. Cyber Bullying, including the use of mobile phones in school

6.1 The School has an ICT Acceptable Use policy which outlines safe and responsible use of the internet. This is also covered in ICT and PSHE lessons. Internet use is also subject to monitoring in school.

6.2 In addition, the School does the following:

- (i) maintains a strict 'no-phone' policy in school (see 6.3 below)
- (ii) delivers curriculum content regularly (across a range of subjects not just Computing), to inform students how to stay safe on-line
- (iii) Seeks guidance from external organisations on best practice in responding to on-line incidents
- (iv) Correspond regularly with parents / carers via letter, email and the School Bulletin about these issues and how they can help keep their children safe on-line

6.3 All mobile phones should be switched off in school, and placed in the forms groups' phone box in reception. If a mobile phone is seen or heard in school it will be confiscated.

7. Recording incidents

7.1 It is the responsibility of the member of staff who is dealing with a given incident to maintain detailed records of the complaint and the action taken. This must include:

- (i) details of the complaint, such as a record of a phone call or meeting
- (ii) copies of statements made by all the students concerned
- (iii) a record of the action taken by the school, including meeting records, letters to parent's etc
- (iv) details of any subsequent reviews.

7.2 Records should be kept, even where the investigation that has been carried out indicates that no bullying has taken place.

7.3 Copies of all of the records must be maintained on the student's school file.

7.4 It is the responsibility of the Pastoral and Safeguarding team to ensure that detailed records are being kept and to provide information to the Headteacher and the Governors as required.

8. Staff Training

8.1 The School aims to ensure that designated members of staff attend appropriate training in strategies for dealing with bullying.

8.2 It is the responsibility of the members of staff who attend training to disseminate information to appropriate staff.

9. Sharing information

9.1 Members of staff dealing with bullying issues cannot guarantee total confidentiality to any student but should explain to the student which members of staff they may need to inform about the issue, in line with the School's Child Protection and Safeguarding Policy.

10. Prevention of Bullying

10.1 Bullying can occur at any school; at The St Marylebone CE Bridge School we recognise the importance of transparency, honesty and giving time to children and adults to resolve difficulties as they arise. We believe that establishing and maintaining an ethos where children are encouraged to talk, are listened to and feel secure is vital for the prevention of bullying. This means ensuring that children know there are adults in the school who they can approach if they are worried or in difficulty. We include activities and opportunities which equip children with the skills they need to stay safe from bullying e.g. PHSE, the teaching of Protective Behaviours and Religious and Cultural Education. We recognise and celebrate diversity.

10.2 At The St Marylebone CE Bridge School staff, parents and students work together to create a happy, caring, learning environment. Bullying (verbal, physical, cyber or indirect) will not be tolerated. It is everyone's responsibility to aim to prevent occurrences of bullying and to deal with any incidents quickly and effectively. Research has shown time and time again that the extent of bullying in schools is greatly underestimated.

10.3 Bullying can be brought to the attention of staff either by the victim(s), their friend(s), their parent(s) or other interested people.

This policy is available on request and will appear on the School's website [here](#).

To read along with the following guidance:

1. [Behaviour and discipline in schools – Advice for headteachers and school staff \(DfE, January 2016\)](#)
2. [Preventing and tackling bullying – Advice for headteachers, staff and governing bodies \(DfE, July 2017\)](#)