



## ANTI BULLYING POLICY

This policy relates to the following UN Convention on the Rights of the Child:

Article 3: The best interests of the child must be a top priority in all things that affect children

Article 12: Every child has the right to say what they think in all matters affecting them, and to have their views taken seriously.

Article 19: Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them.

This policy was written following a whole school survey and consultation with students, parents, staff and governors. Every student has been fully involved in devising the different elements of the Harrow Way Anti-Bullying Strategy and the resulting policy has been shared with all stakeholders. This policy, like all school policies, is to be implemented in accordance with the principles and practice stated in our Single Equality Scheme.

### RATIONALE

At Harrow Way School we are committed to providing a caring, friendly and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. Only then will all members of the school community be able to achieve their maximum potential.

Bullying of any kind is unacceptable at our school. Harrow Way School will not tolerate bullying between any members of its community be they staff, students or the wider community. If bullying does occur, all students should be able to tell and know that incidents will be dealt with promptly and effectively.

### PURPOSE

#### Objectives of this Policy

- All governors, teaching and non-teaching staff, students and parents should have an understanding of what bullying is.
- All governors, teaching and non-teaching staff should know what the school policy is on bullying, and follow it when bullying is reported.
- All students and parents should know what the school policy is on bullying, and what they should do if bullying arises.
- As a school we take bullying seriously. Students and parents should be assured that they will be supported when bullying is reported.



- Bullying will not be tolerated towards any member of the school community be they a child or adult.

### **Harrow Way Definition of Bullying.**

“Bullying is when you as an individual or as part of a group intentionally make someone upset or hurt their feelings through unwanted and persistent physical or verbal abuse in person or online, or just disrupt their lives on more than one occasion. Different ways vary from verbal, social, physical, emotional/psychological, racist, homophobic, transphobic, sexual and cyber bullying.”

*Harrow Way students November 2017*

This definition is on the Harrow Way Anti Bullying Charter printed in student planners.

*“As a school we won’t use language that will offend another person. It’s not whether you would be offended by the language it’s whether someone else would be. Think before you speak. If we are unsure if our language will offend, we will sensitively check if the language we are using is correct. Unacceptable language will be dealt with properly and there will be consequences in place if these expectations are not met. We want the wider community to see that Harrow Way is a respectful school.”*

*Year 10 2016*

*Devised following the Power of Language Day*

Bullying can include

- Bullying related to race, religion or culture
- Bullying related to special educational needs
- Bullying related to appearance or health
- Bullying related to sexual orientation
- Bullying of young carers or looked after children, or related to home problems
- Sexist or sexual bullying
- Cyber bullying

The school works hard to ensure that all students know the difference between bullying and simply “falling out”. Friendship fallouts occur at times and occasionally there will be conflict between students. Bullying occurs where there is an imbalance of power that is persistent and deliberate.

### **Statement of Intent**

At Harrow Way School we are committed to providing a caring, friendly and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. Only then will all members of the school community be able to achieve their maximum potential.

Bullying of any kind is unacceptable at our school. Harrow Way School will not tolerate bullying between any members of its community be they staff, students or



the wider community. If bullying does occur, all students should be able to tell and know that incidents will be dealt with promptly and effectively. We are a **TELLING** school. This means that **anyone** who knows that bullying is happening is expected to tell the staff. Bystanders have a responsibility to tell an adult in school or a peer supporter if they are concerned that bullying is occurring.

Where bullying exists the targets must feel confident to activate the anti-bullying systems within the school to end the bullying. It is our aim to challenge attitudes about bullying behaviour, increase understanding for bullied students and help build an anti-bullying ethos in the school.

### **Who can you tell?**

Tutor, any teacher, Assistant Year Leader, Head of Year, SLT attached to year group, any member of Support Staff, Student Welfare Officer (in Student reception), Prefects (Year 11 with a green tie), peer supporters and parents. You can tell in person, via a note or email. You can use the “Bully Button” email on school VLE.

Adults in our school should talk to their line manager or the Headteacher if they feel they are the target of bullying or harassment.

### **Who has responsibility?**

- Everyone
- Governors, Anti Bullying Governor specifically to review Bully Log Termly
- Assistant Headteacher will review bully log, policy and actions as set out below
- Teaching staff and tutors will deal effectively with any bullying incidents they are aware of
- Students will tell an adult if they see or hear any bullying actions towards any member of the school community
- Parents will support the students by ensuring that the students communicate any concerns that they have as soon as possible

### **Actions to Tackle Bullying**

Anti- Bullying Charter – all students at Harrow Way School will sign the Anti-Bullying Charter and will be expected to act in accordance with the Charter. As a school community we are powerful if we act together. We recognise that awareness needs to be regularly raised and use national campaign weeks, assembly time, tutor activities and PSHE and ICT lessons to seize every opportunity to remind students of their responsibilities as part of our community.

Prevention is better than cure so at Harrow Way School we will be vigilant for signs of bullying and always take reports of incidents seriously. Staff and Prefects are on duty around the school at social times to prevent any incidents of bullying. We use the PSHE curriculum, assemblies, Anti Bullying Week and the half-termly student led Anti-Bullying Committee to reinforce the ethos of the school and help students to develop strategies to combat bullying type behaviour. Harrow Way School seeks best practice from other agencies to support its work on promoting equality and celebrating diversity.

This policy works in partnership with the schools policy on mobile phones and acceptable ICT usage. In addition, this policy interacts with our policy on Equality



and we regularly monitor whether any group is disproportionately victimised and act accordingly.

We have established support systems such as Peer Supporters, Prefects, resilience training and behaviour support for bullies. Students can also use the “Bully Button” to email concerns. In some circumstances the student will be encouraged to keep a “Log” of incidents. Students are asked to keep informing staff of any incidents to ensure that staff are acting from a position of knowledge. Any reported incidents are recorded on SIMs and will be followed up after it has initially been resolved to ensure that the situation has been permanently resolved.

This policy is displayed in the staff room and is available on the school website. Staff are provided with advice and training in how to recognise and deal with bullying at Harrow Way School.

### **Procedures and Outcomes**

Please refer to the flow chart and appendices of this policy. All members of Harrow Way School are encouraged to challenge all forms of bullying including prejudice based bullying if they come across it. Training and strategies are shared to empower all to do this confidently.

Everyone has a responsibility to report bullying incidents to staff. The bullying behaviour will be investigated and the bullying stopped quickly. If appropriate a problem solving or restorative approach may help. If possible, the students will be reconciled. All attempts will be made to help the bully (bullies) change their behaviour. The bully (bullies) may be asked to genuinely apologise. Bullying behaviour will not be tolerated and may result in serious consequences if not improved. Other consequences such as lunchtime detentions, after school detentions or internal exclusions may take place. In serious cases, fixed term exclusion or even permanent exclusion will be considered. After the incident/incidents have been investigated and dealt with, each case will be followed up to ensure repeated bullying does not take place.

Students who are the target of bullying and want to access support to build resilience and strategies to manage situations are offered resilience training. Vulnerable students are offered this training even if they have not experienced bullying. Students may be allocated a prefect to support them in the longer term.

Racist bullying must be reported to the Deputy Headteacher to be recorded in the Racial Incident Book. Recent advice suggests that a restorative approach and education is more appropriate than traditional sanctions when bullying is racially motivated.

If students are concerned about reporting bullying due to it being homophobic they can go directly to the Deputy Headteacher, who is experienced in supporting students with this issue and achieving resolution.

Students with a special educational need or disability who are concerned about bullying can seek support from their key worker or the SENCO in addition to their



tutor or Head of Year. Key workers are vigilant for any signs of bullying and work to support the student if concerns are noted or raised.

Bullying online should be reported using the “Report Abuse” facility on the site itself and where possible a screen shot or print out should be taken if it is thought the bullying is by another student. Students should take every possible measure to ensure they are using sites within the provider’s terms and conditions, for example age restrictions, they should also ensure privacy settings are set at their highest and regularly reviewed.

For further advice visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk). There is further advice and guidance on our school website for both students and parents.

As far as possible parents will be kept informed of the situation, this will be either by letter or telephone call. In serious cases parents should be informed and will be asked to come in to a meeting to discuss the problem. To ensure communication takes place the school as a series of letters which can be used to keep parents informed.

### **Monitoring and Reviewing**

The logging of incidents is monitored on a daily basis for serious incidents, weekly for individual incidents and each term for patterns across year groups and whole school. The termly monitoring is reviewed by a governor.

Incidents are followed up and monitored in the month after the incident.

An annual survey is carried out in the Autumn Term of all students regarding bullying. The outcome of this survey informs planning for whole school learning and policy is reviewed before its review cycle if this is deemed necessary. The policy and procedures are reviewed at least every 2 years, this includes consultation with all stakeholders via letter and the school website. The School uses the BIG Award as external moderation of its policy.

Following the regular review of the bully log, if any patterns are identified which require specific learning within the school community then targeted work is done. For example around inappropriate language this may be built in to a PSHE lesson, assembly or tutor time.

### **Parental Involvement**

The parents of bullies and their targets will be informed of an incident and the action that has taken place. Parents are reminded that they or their children must tell the school if there is an issue with bullying. Keeping information from the school will never help a problem to be solved and may prolong the period a target has to suffer. Parents can inform the school via their child’s tutor in the first instance, if they feel the situation has not been resolved they should contact the Head of Year or failing that the Assistant Headteacher responsible for Anti Bullying. This contact can be via email, telephone, the “Bully Button” or appointment.

We urge parents to keep an open mind and work with the school to achieve a positive solution. Despite the upset that bullying causes, we believe that retribution not only solves nothing but is, in fact, counterproductive. We ask parents to encourage their child to understand that bystanders can be powerful in contributing to bullying or preventing it.

At Harrow Way we believe it is essential to constantly review this policy to ensure that we are in a position to strengthen our approach to this issue. This policy is seen as an integral part of our Safeguarding Children Policy.

#### Appendix

- Anti-Bullying Charter
- Letters to Parents (Target and Aggressor)
- Consequences Flow Chart (including bullying sheet and follow up form)





### **Harrow Way Community School Anti-Bullying Charter**

“Bullying is when you as an individual or as part of a group intentionally make someone upset or hurt their feelings through unwanted and persistent physical or verbal abuse in person or online, or just disrupt their lives on more than one occasion. Different ways vary from verbal, social, physical, emotional/psychological, racist, homophobic, transphobic, sexual and cyber bullying.”

*Harrow Way students November 2017*

#### **As a school we will:**

- Take bullying seriously when it is reported
- Support the targets of bullying and help them to feel safe within school
- Take action against the bully/s and support them in changing their behaviour
- Expect bullies to change their behaviour
- Work with parents/carers of any student who is involved in bullying to support and encourage the student/s in finding solutions
- Either internally or fixed term exclude pupils who bully and do not try to change their behaviour.
- Take action against bystanders

#### **As a pupil I will:**

- As part of Harrow Way School community I have a responsibility to help combat bullying by supporting other pupils
- I will not gang up on other students
- I will not join in when students are making fun of another student, even if I feel I cannot stop it
- I will not turn a blind eye to victimisation or bullying, I will tell someone at school

#### **If I see someone being bullied I will:**

- Find a member of staff, my tutor, peer supporter or prefect who I can speak to and report it

#### **If I am being bullied:**

- I will report it to my tutor or another member of staff or prefect who will listen and support me
- I know that I can speak to a peer supporter or prefect who will listen and support me
- I know action will be taken against the person who is bullying me

#### **If I display bullying behaviour:**

- I accept that my behaviour will have to change with immediate effect
- I will be listened to and helped as to why I am behaving in this way
- I will accept support and encouragement to change my behaviour
- I accept if I continuously bully people I will be punished with either an internal or fixed term exclusion





I will sign the Charter to show that I support and will adhere to the Harrow Way Anti-Bullying Charter.





## **Tiered Response to Bullying at Harrow Way Community School**

### 1. Friendship Fallout or Isolated Incident between Pupils – Not Bullying

#### **Action**

Restorative Conversation / Apology - Actioned by Tutor/ Assistant Year Leader (Parents informed)

### 2. Repetition of choice towards others which causes upset or distress – Potentially Bullying Behaviour

First Instance

#### **Action**

Restorative Justice / Apology / Detention / restate expectations about acceptable behaviour towards other (Tolerance and Respect) – Actioned by Tutor/ Assistant Year Leader (Parents informed)

Repetition towards same target or another target

#### **Action**

Restorative Justice / Apology AND Sanction (HOY Detention) – Actioned by HOY (Parents informed)

### 3. Continuation of choices towards others which fit the Harrow Way Community School definition of Bullying – Bullying Behaviour

#### **Action – triggered by AYL**

Behaviour Support Meeting Actioned by HOY, tutor invited and possibly parents

Actions agreed to support Bully in changing behaviours, **refer to FLC if appropriate**

Standard Letter to Parents informing of meeting, **Behaviour Contract signed by Student**

### 4. Following HOY meeting persistent choices towards others which fit the Harrow Way Community School definition of Bullying – Bullying Behaviour

Actioned by HOY and SLT

#### **Action**

Sanctions – Internal Exclusion (following signing of Behaviour Contract)

Support – FLC feedback to Case Review / HOY on progress and barriers

HOY/ SLT informs parents of pupils continues choices

### 5. Continued persistent choices which fit Harrow Way Community School definition of Bullying – Bullying Behaviour

#### **Action**

SLT refer to Headteacher

Actioned by SLT

Sanction – potentially Fixed Term Exclusion or removal from lessons to FLC

SLT / Headteacher meeting with parents



### Acceptable Behaviour Contract

This contract is between Harrow Way Community School, and

(pupil)\_\_\_\_\_

I agree to the following in respect of my future conduct.

- 1) I have read and signed the Harrow Way Anti Bullying Charter in my planner and I understand my responsibilities regarding the way I behave towards others in school.
- 2) I will report to staff any incidents where the conduct of others causes me to be caused harassment, alarm or distress in order that they are dealt with in the proper manner by school staff
- 3) I will not engage in any behaviour likely to cause harassment, alarm or distress to anyone in Harrow Way Community School; this includes inciting others to act on my behalf.
- 4) I fully understand the meaning of this contract and am aware that if I breach this agreement the consequences will follow in line with the school behaviour policy.

Signed,.....Dated .....  
(Young person)

Signed ..... Dated.....  
(Parent/carer if required)

Witnessed.....Dated .....  
(School representative)



Harrow Way Community School – BULLYING INCIDENT SHEET

<u>Name:</u>		<u>Tutor Group:</u>
<u>Date:</u>	<u>Time:</u>	<u>Place:</u>

What Happened:

How do you feel?

Young Person's Signature: ..... Date:  
.....



Action Taken by Staff:

Staff Member's Signature: .....

Date: .....

	Issue Resolved:	Yes (action taken)	No (action taken)
	Restorative Justice Meeting or Apology	Yes	No
	Logged on SIMS	Yes	No
	Parents/tutor/HOY / SLT informed Meeting?	Yes	No
	Is follow up required	Yes	No

Any other information



### Harrow Way Prefect Bullying Concern Report

Date :	
Report taken by (Prefect):	
Student reporting concern	
Possible target:	Tutor Group:
Possible Aggressor:	
Details:	
Prefect advice / actions	
Passed to Tutor on date:	
Tutor Action Notes	



Resolved? Or Passed to Head of Year on date:

Follow Up

By whom Prefect / Tutor / assistant HOY / HOY

Date to be done

Details of follow up –

<b>Committee responsible for review:</b>	Students & Curriculum Committee
<b>Date ratified by Governing Body:</b>	8 <sup>th</sup> January 2018
<b>Date of next review:</b>	<b>Length 3 years</b> – January 2021