Anti-Bullying Policy 2024-25

Start Date	September 2024
Review Date	September 2025
Approved By	Headteacher
Date Approved	25.09.24
Published location	Website
Date Published	26.09.24
Author	DK
Update Information	Updated on 10.11.24 to include update Anti-Bullying Strategy

Contents:

Statement of intent

St. Monica's RC High School believes that all pupils are entitled to learn in a safe and supportive environment; this means being free from all forms of bullying behaviour. This policy outlines how instances of bullying are dealt with, including the procedures to prevent occurrences of bullying.

These strategies, e.g. learning about tolerance and difference as part of the school's curriculum, aim to promote an inclusive, tolerant and supportive ethos at the school.

The Education and Inspections Act 2006 outlines several legal obligations regarding the school's response to bullying. Under section 89, schools must have measures in place to encourage good behaviour and prevent all forms of bullying amongst pupils. These measures are part of the school's Behaviour Policy, which is communicated to all pupils, school staff and parents.

All staff, parents and pupils work together to prevent and reduce any instances of bullying at the school. There is a zero-tolerance policy for bullying at the school.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education and Inspections Act 2006
- Equality Act 2010
- Protection from Harassment Act 1997
- Malicious Communications Act 1988
- Public Order Act 1986
- Communications Act 2003
- Human Rights Act 1998
- Crime and Disorder Act 1998
- Education Act 2011
- DfE (2017) 'Preventing and tackling bullying'
- DfE (2018) 'Mental health and wellbeing provision in schools'
- DfE (2024) 'Keeping children safe in education 2024'
- DCMS, DSIT, and UK Council for Internet Safety (2020) 'Sharing nudes and semi-nudes: advice for education settings working with children and young people'

This policy operates in conjunction with the following school policies:

- Behaviour Policy
- Child Protection and Safeguarding Policy
- Social, Emotional and Mental Health (SEMH) Policy
- Searching, Screening and Confiscation Policy
- Relationships, Sex and Health Education (RSHE) Policy
- Suspension and Exclusion Policy

2. Definitions

For the purpose of this policy, "bullying" is defined as persistent behaviour by an individual or group with the intention of verbally, physically, or emotionally harming another person or group. Bullying is generally characterised by:

- **Repetition:** Incidents are not one-offs; they are frequent and happen over an extended period of time.
- **Intent:** The perpetrator means to cause verbal, physical or emotional harm; it is not accidental.
- **Targeting:** Bullying is generally targeted at a specific individual or group.
- **Power imbalance:** Whether real or perceived, bullying is generally based on unequal power relations.

Vulnerable pupils are more likely to be the targets of bullying due to the attitudes and behaviours some young people have towards those who are different from themselves. Vulnerable pupils may include, but are not limited to:

- Pupils who are adopted.
- Pupils suffering from a health problem.
- Pupils with caring responsibilities.
- Pupils from socioeconomically disadvantaged backgrounds.

Pupils with certain characteristics are also more likely to be targets of bullying, including, but not limited to:

- Pupils who are LGBTQ+, or perceived to be LGBTQ+.
- Black, Asian and minority ethnic (BAME) pupils.
- Pupils with SEND.

3. Types of bullying

Many kinds of behaviour can be considered bullying, and bullying can be related to almost anything. Teasing another pupil because of their appearance, religion, ethnicity, gender, sexual orientation, home life, culture, or SEND are some of the types of bullying that can occur.

Bullying is acted out through the following mediums:

- Verbal
- Physical
- Emotional
- Online (cyberbullying)

Racist bullying: Bullying another person based on their ethnic background or skin colour. Racist bullying is a criminal offence under the Crime and Disorder Act 1998 and Public Order Act 1986.

Homophobic and biphobic bullying: Bullying another person because of their actual or perceived sexual orientation.

Transphobic bullying: Bullying based on another person's gender identity or gender presentation, or for not conforming to dominant gender roles.

Sexist bullying: Bullying based on sexist attitudes expressed in a way to demean, intimidate or harm another person because of their sex or gender. Sexist bullying may sometimes be characterised by inappropriate sexual behaviours.

Sexual bullying: Bullying behaviour that has a physical, psychological, verbal or non-verbal sexual dimension or dynamic that subordinates, humiliates or intimidates another person. This is commonly underpinned by sexist attitudes or gender stereotypes.

Ableist bullying: Bullying behaviour that focusses on another person's disability or support needs; this can include mocking the individual's disability or their needs, using derogatory words or slurs in relation to an individual's disability, or deliberately excluding an individual because of their disability.

Prejudicial bullying: Bullying based on prejudices directed towards specific characteristics or experiences, e.g. religion or mental health issues.

Relational bullying: Bullying that primarily constitutes of excluding, isolating and ostracising someone – usually through verbal and emotional bullying.

Socioeconomic bullying: Bullying based on prejudices against the perceived social status of the victim, including, but not limited to, their economic status, their parents' occupations, their health or nutrition level, or the perceived "quality" of their clothing or belongings.

4.   Roles and responsibilities

The Local Governing Board is responsible for:

- Evaluating and reviewing this policy to ensure that it does not discriminate against any pupils on the basis of their protected characteristics or backgrounds.
- The overall implementation and monitoring of this policy.
- Ensuring that all governors are appropriately trained regarding safeguarding and child protection at induction.
- Ensuring that the school adopts a tolerant and open-minded policy towards difference.
- Ensuring the school is inclusive.
- Analysing any bullying data to establish patterns and reviewing this policy in light of these.
- Ensuring the DSL has the appropriate status and authority within the school to carry out the duties of the role.
- Appointing a safeguarding link governor who will work with the DSL to ensure the policies and practices relating to safeguarding, including the prevention of cyberbullying, are being implemented effectively.
- Ensuring that pupils are taught how to keep themselves and others safe, including online.

The Deputy Headteacher is responsible for:

- Reviewing and amending this policy, accounting for new legislation and government guidance, and using staff experience of dealing with bullying incidents in previous years to improve procedures.
- Keeping a Bullying Report Form – or the school's electronic equivalent - of all reported incidents, including which type of bullying has occurred, to allow for proper analysis of the data collected.
- Analysing the data in the bullying record at termly intervals to identify trends, so that appropriate measures to tackle them can be implemented.
- Arranging appropriate training for staff members.

Heads of year are responsible for:

- Corresponding and meeting with parents where necessary.
- Providing a point of contact for pupils and parents when more serious bullying incidents occur.

Teachers are responsible for:

- Being alert to social dynamics in their class.
- Being available for pupils who wish to report bullying.

- Providing follow-up support after bullying incidents.
- Being alert to possible bullying situations, particularly exclusion from friendship groups, and informing the pupil's heads of year of such observations.
- Refraining from stereotyping when dealing with bullying.
- Understanding the composition of pupil groups, showing sensitivity to those who have been the victims of bullying.
- Reporting any instances of bullying once they have been approached by a pupil for support.

Parents are responsible for:

- Informing their child's head of year or form tutor if they have any concerns that their child is the victim of bullying or involving in bullying in anyway.
- Being watchful of their child's behaviour, attitude and characteristics and informing the relevant staff members of any changes.

Pupils are responsible for:

- Informing a member of staff if they witness bullying or are a victim of bullying.
- Not making counter-threats if they are victims of bullying.
- Walking away from dangerous situations and avoiding involving other pupils in incidents.
- Keeping evidence of cyberbullying and informing a member of staff should they fall victim to cyberbullying.

5.   Statutory requirements

The school understands that, under the Equality Act 2010, it has a responsibility to:

- Eliminate unlawful discrimination, harassment, including sexual harassment, victimisation and any other conduct prohibited by the act.
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it.
- Foster good relations between people who share a protected characteristic and people who do not share it.

The school understands that, under the Human Rights Act (HRA) 1998, it could have charges brought against it if it allows the rights of pupils to be breached by failing to take bullying seriously. The headteacher will ensure that this policy complies with the HRA; the headteacher understands that they cannot do this without fully involving their teaching staff.

Although bullying itself is not a criminal offence, some types of harassment, threatening behaviour and/or communications may be considered criminal offences:

- Under the Malicious Communications Act 1988, it is an offence for a person to electronically communicate with another person with the intent to cause distress or anxiety, or in a way which conveys a message which is indecent or grossly offensive, a threat, or contains information which is false and known or believed to be false by the sender.

- The Protection from Harassment Act 1997 makes it an offence to knowingly pursue any course of conduct amounting to harassment.
- Section 127 of the Communications Act 2003 makes it an offence to send, by means of a public electronic communications network, a message, or other matter, that is grossly offensive or of an indecent, obscene or menacing character. It is unlawful to disseminate defamatory information through any media, including internet sites.
- Other forms of bullying which are illegal and should be reported to the police include violence or assault, theft, repeated harassment or intimidation, and hate crimes.

6. Prevention

The school will clearly communicate a whole-school commitment to addressing bullying and have a clear set of values and standards which will be regularly promoted across the whole school.

All members of the school will be made aware of this policy and their responsibilities in relation to it. All staff members will receive training on identifying and dealing with the different types of bullying.

All types of bullying will be discussed as part of the RSE and health education curriculum, in line with the Relationships, Sex and Health Education (RSHE) Policy.

The curriculum will explore and discuss issues at age-appropriate stages such as:

- Healthy and respectful relationships.
- Boundaries and consent.
- Stereotyping, prejudice and equality.
- Body confidence and self-esteem.
- How to recognise abusive relationships and coercive control.
- Harmful sexual behaviour, the concepts involved and why they are always unacceptable, and the laws relating to it.

Staff will encourage pupil cooperation and the development of interpersonal skills using group and pair work. Diversity, difference and respect for others will be promoted and celebrated through various lessons. Opportunities to extend friendship groups and interactive skills will be provided through participation in special events, e.g. drama productions, sporting activities and cultural groups.

Seating plans will be organised and altered in a way that prevents instances of bullying. Potential victims of bullying will be placed in working groups with other pupils who do not abuse or take advantage of others.

A safe place, supervised by a teacher, will be available for pupils to go to during free time if they feel threatened or wish to be alone. The teacher supervising the area will speak to pupils to find out the cause of any problems and, ultimately, stop any form of bullying taking place.

Pupils deemed vulnerable will meet with key members of staff (this could be their Key Worker, Form Tutor, Pastoral Manager, Head of Year or another member of staff) to ensure any problems can be actioned quickly. Form Tutors, Pastoral Managers, Heads of Year and member of the Safeguarding

Team will also offer an 'open door' policy allowing pupils to discuss any bullying, whether they are victims or have witnessed an incident.

Before a new pupil joins the school, particularly when this happens in-year, the pupil's Form Tutor and Head of Year will implement a strategy to prevent bullying from happening – this will include supporting the new pupil with a 'buddy' from their Form Class, ensuring that the new pupil knows who the key members of staff are and how to report any concerns. Where a new pupil is deemed vulnerable, this strategy may involve further observation or intervention on the part of the DSL.

The school will be alert to, and address, any mental health and wellbeing issues amongst pupils, as these can be a cause, or a result, of bullying behaviour.

The school will ensure potential perpetrators are given support as required, so their educational, emotional and social development is not negatively influenced by outside factors, e.g. mental health issues.

7. Signs of bullying

Staff will be alert to the following signs that may indicate a pupil is a victim of bullying:

- Being frightened to travel to or from school
- Unwillingness to attend school
- Repeated or persistent absence from school
- Becoming anxious or lacking confidence
- Saying that they feel ill repeatedly
- Decreased involvement in school work
- Leaving school with torn clothes or damaged possessions
- Missing possessions
- Missing dinner money
- Asking for extra money or stealing
- Cuts or bruises
- Lack of appetite
- Unwillingness to use the internet or mobile devices
- Lack of eye contact
- Becoming short tempered
- Change in behaviour and attitude at home

Although the signs outlined above may not be due to bullying, they may be due to deeper social, emotional or mental health issues, so are still worth investigating. Pupils who display a significant number of these signs will be approached by a member of staff to determine the underlying issues causing this behaviour.

Staff will be aware of the potential factors that may indicate a pupil is likely to exhibit bullying behaviours, including, but not limited to, the following:

- They have experienced mental health problems, which have led to them becoming more easily aggravated

- They have been the victim of abuse
- Their academic performance has started to fall and they are showing signs of stress

If staff become aware of any factors that could lead to bullying behaviours, they will notify the pupil's form tutor, who will investigate the matter and monitor the situation.

8.   Staff principles

The school will ensure that prevention is a prominent aspect of its anti-bullying vision.

Staff will treat reports of bullying seriously and will not ignore signs of suspected bullying. Staff will act immediately when they become aware of a bullying incident. Unpleasantness from one pupil towards another will always be challenged and will never be ignored.

Staff will always respect pupils' privacy, and information about specific instances of bullying is not discussed with others, unless the pupil has given consent, or there is a safeguarding concern. If a member of staff believes a pupil is in danger, e.g. of being hurt, they will inform the DSL immediately.

Follow-up support will be given to both the victim and perpetrator in the months following an incident to ensure all bullying has stopped.

9.   Child-on-child abuse

The school has a zero-tolerance approach to all forms of child-on-child abuse, including sexual harassment and sexual violence.

To prevent child-on-child abuse and address the wider societal factors that can influence behaviour, the school will educate pupils about abuse, its forms, and the importance of discussing any concerns and respecting others through the curriculum, assemblies and PSHE lessons, in line with the Prevention section of this policy.

All staff will:

- Be aware that pupils of any age and gender are capable of abusing their peers.
- Be aware that abuse can occur inside and outside of school settings.
- Be aware of the scale of harassment or abuse, and that just because it is not being reported does not mean it is not happening.
- Take all instances of child-on-child abuse equally seriously regardless of the characteristics of the perpetrators or victims.
- Never tolerate abuse as "banter" or "part of growing up", and will never justify sexual harassment, e.g. as "boys being boys", as this can foster a culture of unacceptable behaviours and one that risks normalising abuse.
- Be aware that child-on-child abuse can be manifested in many ways, including sexting, sexual harassment and assault, and hazing or initiation-type violence.
- Always challenge any harmful physical behaviour that is sexual in nature, such inappropriate touching. Dismissing or tolerating such behaviours risks normalising them.

Sexual harassment in particular can take many forms, including but not limited to:

- Telling sexual stories, making sexual remarks, or calling someone sexualised names.
- Sexual "jokes" or taunting.
- Deliberately brushing against someone.
- Displaying images or video of a sexual nature.
- Upskirting (this is a criminal offence).
- Online sexual harassment, e.g. creating or sharing sexual imagery, sexual comments on social media, or sexual coercion or threats.

Pupils will be made aware of how to raise concerns or make a report and how any reports will be handled – this includes the process for reporting concerns about friends or peers. If a pupil has been harmed, is in immediate danger or is at risk of harm, a referral may be made to children's social care services (CSCS) and potentially the police, where the DSL deems this appropriate in the circumstances.

All staff will be aware and sensitive towards the fact that pupils may not be ready or know how to tell someone that they are being abused. Pupils being abused may feel embarrassed, humiliated, scared, or threatened.

The school's Child-on-child Abuse Policy outlines the school's stance on addressing child-on-child abuse, including sexual abuse, and the procedures in place will be adhered to if any instances are uncovered or disclosed. More information on the school's approach to preventing and managing instances of child-on-child abuse can be found within this policy and the Child Protection and Safeguarding Policy.

10. Cyberbullying

Cyberbullying can take many forms and can go even further than face-to-face bullying by invading personal space and home life, and can target more than one person. It can also take place across age groups and target pupils, staff and others, and may take place inside school, within the wider community, at home or when travelling. It can sometimes draw bystanders into being accessories.

Cyberbullying can include the following:

- Threatening, intimidating or upsetting text messages
- Threatening or embarrassing pictures and video clips
- Disclosure of private sexual photographs or videos with the intent to cause distress
- Silent or abusive phone calls
- Using the victim's phone to harass others, to make them think the victim is responsible
- Threatening or bullying emails, possibly sent using a pseudonym or someone else's name
- Menacing or upsetting responses to someone in a chatroom
- Unpleasant messages sent via instant messaging
- Unpleasant or defamatory information posted to blogs, personal websites and social networking sites, e.g. Facebook

NB. The above list is not exhaustive, and cyberbullying may take other forms.

The school has a zero-tolerance approach to cyberbullying. The school views cyberbullying with the same severity as any other form of bullying and will follow the sanctions set out in this policy if they become aware of any incidents.

All members of staff will receive training on an annual basis on the signs of cyberbullying, in order to identify pupils who may be experiencing issues and intervene effectively. This will be done as pat of the annual Safeguarding training that all staff receive.

Many of the signs of cyberbullying will be similar to those found in the 'Signs of bullying' section of this policy; however, staff will be alert to the following signs that may indicate a pupil is being cyberbullied:

- Avoiding use of the computer
- Being on their phone routinely
- Becoming agitated when receiving calls or text messages

Staff will also be alert to the following signs which may indicate that a pupil is cyberbullying others:

- Avoiding using the computer or turning off the screen when someone is near
- Acting in a secretive manner when using the computer or mobile phone
- Spending excessive amounts of time on the computer or mobile phone
- Becoming upset or angry when the computer or mobile phone is taken away

The signs and symptoms of cyberbullying will be made clear to parents and carers, who will be advised to report to their child's Pastoral Manager or Head of Year if their child displays any of the signs outlined in this section.

All learning at home will follow procedures outlined in the Remote Education Policy. During times when remote education is being utilised, the school will frequently be in contact with parents to make them aware of their activities online, but also to reinforce the importance of pupils staying safe online, and explaining how filtering and monitoring procedures work.

Staff will be aware that a cyberbullying incident might include features different to other forms of bullying, prompting a particular response. Significant differences may include the following:

- **Possible extensive scale and scope** – pupils may be bullied on multiple platforms and using multiple different methods that are made possible by virtue of the bullying taking place online
- **The anytime and anywhere nature of cyberbullying** – pupils may not have an escape from the torment when they are at home due to the bullying continuing through technology at all times
- **The person being bullied might not know who the perpetrator is** – it is easy for individuals to remain anonymous online and on social media, and pupils may be bullied by someone who is concealing their own identity
- **The perpetrator might not realise that their actions are bullying** – sometimes, the culture of social media, and the inability to see the impact that words are having on someone, may lead to pupils crossing boundaries without realising
- **The victim of the bullying may have evidence of what has happened** – pupils may have taken screenshots of bullying, or there may be a digital footprint that can identify the perpetrator

Staff and pupils will be instructed not to respond or retaliate to cyberbullying incidents. Evidence of the incident should be recorded, e.g. taking screenshots. Staff will report incidents to their line manager or the headteacher for the incident to be investigated and support to be provided. Pupils will report incidents to a trusted member of staff.

Where offensive content is posted online targeting a staff member or pupil, the person targeted will be encouraged to use the reporting mechanism on the website or social media platform to request its removal. Where the person who has posted it is known to the school, the headteacher will request they remove it directly.

The school will support pupils who have been victims of cyberbullying by holding formal and informal discussions with the pupil about their feelings and whether the bullying has stopped, in accordance with this policy.

In accordance with the Education Act 2011, the school has the right to examine and delete files from pupils' personal devices, e.g. mobiles phones, where there is good reason to do so. This power applies to all schools and there is no need to have parental consent to search through a young person's mobile phone. In these cases, the school's Searching, Screening and Confiscation Policy will be followed.

11. Discriminatory language and / or behaviour, including racism

Discriminatory language and / or behaviour, including that which is racist in nature, can contribute to bullying. Discriminatory language and / or behaviour is not tolerated at St. Monica's. Under the Equality Act 2010, it is unlawful to discriminate, harass or victimise someone because they have or are perceived to have a "protected characteristic" or are associated with someone who has a protected characteristic. Discriminatory language and / or behaviour is defined as when one person speaks or acts in a way that treats another person unfairly because of one or more of their protected characteristics, outlined in the Equality Act 2010, which include:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion and belief
- Sex
- Sexual orientation

Any behaviours and / or language which belittle, undermine or seek to harm another person or group of people (emotionally and / or physically) because of one of these protected characteristics will be dealt with as discriminatory language and / or behaviour.

Any person alleged or found to have used discriminatory language or behaved in a discriminatory way will, in the first instance be issued with a P5 – Discriminatory language and / or behaviour and will be placed in Reflect (Internal Exclusion). A full investigation into the incident will then be carried out and any further consequences, which may include a Fixed Term Suspension or Permanent Exclusion, will be decided and communicated. Pupils who are perpetrators of discriminatory language and / or behaviour will receive bespoke intervention and support on this subject. Victims – pupils and staff

alike – will be offered support and kept informed of the investigative process which follows. Where the incident involves pupils, parents / carers will be notified of the incident, subsequent investigation and any further sanctions.

It is important to clarify that, as outlined by the [Equality and Human Rights Commission](), there are several types of discrimination, which much be understood:

- **Direct discrimination:** This means treating someone less favourably than someone else because of a protected characteristic.
- **Direct discrimination by perception:** This means treating one person less favourably than someone else, because it is thought they have a protected characteristic.
- **Discrimination arising from disability:** This means treating a disabled person unfavourably because of something connected with their disability.
- **Direct discrimination by association**: This means treating someone less favourably than another person because they are associated with a person who has a protected characteristic.
- **Failing to make reasonable adjustments.**
- **Harassment**: this is unwanted behaviour related to a protected characteristic which has the purpose or effect of violating someone's dignity or which creates a hostile, degrading, humiliating or offensive environment.
- **Victimisation**: this is treating someone unfavourably because they have taken some form of action relating to the Equality Act.

All the above will be treated and dealt with as examples of discriminatory behaviour.

Racism is a distinct form of discrimination and can also be classed as a type of bullying. It can be both (a) institutional and (b) personal, overt or subtle, intentional or unintentional.

- **Institutional racism:**
  - [The Stephen Lawrence Inquiry Report]() defined this as: '*The collective failure of an organisation to provide an appropriate and professional service to people because of their colour, culture or ethnic origin. It can be seen or detected in processes, attitudes and behaviour which amount to discrimination through unwitting prejudice, ignorance, thoughtlessness and racist stereotyping which disadvantage minority ethnic people*.'
  - When a person is subject to racism, racist bullying or harassment, their behaviour and attainment are likely to be affected; if the behaviour is treated in isolation without taking into consideration the issues and effects of racism, this can be described as institutional racism. St. Monica's RC High School recognises that the racist element must be explicitly recognised and dealt with.
  - This type of racism is also covert and indirect and therefore can be difficult to identify and address. It is often evident in the assumptions, beliefs and values that affect people's instinctive responses. In can be demonstrated subconsciously in subtle ways and St. Monica's RC High School recognises the need consciously to challenge such attitudes.
- **Personal racism:**
  - This is often direct and identifiable and can be manifested through harassment and offensive behaviour in the following ways (not an exhaustive list):
    - Physical assault against a person or group due to their colour, ethnicity, geographical origin or culture
    - Derogatory name calling, insults, ridiculing and racist jokes
    - Racist graffiti

- Provocative behaviour such as wearing racists badges or insignia
- Verbal abuse and threats
- Incitement of others to behave in a racist way
- Racist comments within the context of lessons

All the above will be treated and dealt with as examples of racism, under the category of discriminatory behaviour. As such, any person alleged or found to have used racist language or behaved in a racist manner will, in the first instance be issued with a P5 – Discriminatory language and / or behaviour and will be placed in Reflect (Internal Exclusion). A full investigation into the incident will then be carried out and any further consequences, which may include a Fixed Term Suspension or Permanent Exclusion, will be decided and communicated. Pupils who are perpetrators of racist language and/or behaviour will receive bespoke intervention and support on this subject. Victims – pupils and staff alike – will be offered support and kept informed of the investigative process which follows. Where the incident involves pupils, parents / carers will be notified of the incident, subsequent investigation and any further sanctions.

12. Procedures

Minor incidents will be reported to the victim's Form Tutor or Pastoral Manager, who will investigate the incident, set appropriate sanctions for the perpetrator, and inform the Head of Year in writing of the incident and outcome.

When investigating a bullying incident, the following procedures will be adopted:

- The victim, alleged perpetrator and witnesses are all interviewed separately
- Members of staff ensure that there is no possibility of contact between the pupils being interviewed, including electronic communication
- If a pupil is injured, members of staff take the pupil immediately to the school nurse for a medical opinion on the extent of their injuries
- A room is used that allows for privacy during interviews
- A witness is used for serious incidents
- If appropriate, the alleged perpetrator, the victim and witnesses are asked to write down details of the incident; this may need prompting with questions from the member of staff to obtain the full picture
- The headteacher will gather evidence of a cyberbullying incident; this may involve text messages, emails, photos, etc. provided by the victim
- Premature assumptions are not made, as it is important not to be judgemental at this stage
- Members of staff listen carefully to all accounts, being non-confrontational and not assigning blame until the investigation is complete
- All pupils involved are informed that they must not discuss the interview with other pupils

Due to the potential for some specific forms of bullying to be characterised by inappropriate sexual behaviour, staff members involved in dealing with the incident are required to consider whether there is a need for safeguarding processes to be implemented.

13. Sanctions

If the headteacher is satisfied that bullying did take place, the perpetrator will be helped to understand the consequences of their actions and warned that there must be no further incidents. The perpetrator and their parents / carers will be informed of the type of sanction to be used in this instance, e.g. detentions or service-based activities, and future sanctions if the bullying continues.

If possible, a restorative conversation will be facilitated and the victim will obtain an apology from the perpetrator. This will either be in writing to the victim, and/or witnesses if appropriate, or face-to-face, but only with the victim's full consent. Discretion will be used here; victims will never feel pressured into a face-to-face meeting with the perpetrator.

Parents are informed of bullying incidents and what action is being taken.

All staff involved in managing instances of bullying will be aware that taking disciplinary action and providing support are not mutually exclusive actions, and should be conducted simultaneously to encourage more positive behaviour in future.

The school will avoid unnecessarily criminalising pupils for bullying or abusive behaviour where possible, as young people with criminal records face stigma and discrimination in future aspects of their lives. The school's focus when handling perpetrators will be supporting them to develop more positive behaviours and to refrain from abusive and bullying behaviours in the future. The Pastoral Manager and / or Head of Year will continue to monitor any pupils involved.

The school will remain cognisant of the fact that continued access to school can be important for rehabilitation of harmful behaviour, and will not exclude pupils unless as a last resort – where there have been serious or consistent incidents of bullying, the school will act in line with the Suspension and Exclusion Policy.

14. Support

In the event of bullying, victims will be offered the following support:

- Emotional support and reassurance from the school counsellor
- Reassurance that it was right to report the incident and that appropriate action will be taken
- Liaison with their parents to ensure a continuous dialogue of support
- Advice not to retaliate or reply, but to keep the evidence and show or give it to their parent or a member of staff
- Advice on aspects of online safety, in the event of cyberbullying, to prevent re-occurrence, including, where appropriate, discussion with their parents to evaluate their online habits and age-appropriate advice on how the perpetrator might be blocked online
- Discussion with their parent on whether police action is required (except in serious cases of child exploitation or abuse where the police may be contacted without discussion with parents)

Pastoral Mangers, Heads of Year and/or the Deputy Headteacher will carefully consider in each instance of bullying that is handled whether it is appropriate to split up the victim(s) and perpetrator(s), e.g. preventing them sharing classes or spaces where possible, and will split up other

harmful group dynamics to prevent further occurrences where necessary. Victims will be encouraged to broaden their friendship groups by joining lunchtime or after-school clubs or activities.

Staff, particularly Pastoral Managers, will work with the victim to build resilience, e.g. by offering emotional therapy.

The school will acknowledge that bullying may be an indication of underlying mental health issues. Perpetrators will be required to attend a mandatory counselling session to assist with any underlying mental health or emotional wellbeing issues. The school will work with the perpetrator regarding any underlying mental health or emotional wellbeing problems.

15. Follow-up support

The progress of both the perpetrator and the victim will be monitored by their form tutors. One-on-one sessions to discuss how the victim and perpetrator are progressing may be appropriate. If appropriate, follow-up correspondence will be arranged with parents after the incident.

Pupils who have been bullied will be offered continuous support. Pastoral Managers will meet with the victim to check whether the bullying has stopped – these meetings will continue to take place until the Head of Year and victim are confident the bullying has stopped. The victim will be encouraged to tell a trusted adult in school if bullying is repeated.

Pupils who have bullied others will be supported in the following ways:

- Receiving a consequence for their actions
- Being able to discuss what happened
- Being helped to reflect on why they became involved
- Being helped to understand what they did wrong and why they need to change their behaviour
- Appropriate assistance from parents

Pupils who have been bullied will be assessed on a case-by-case basis and will, if necessary, be referred to CAMHS.

In cases where the effects of bullying are so severe that the pupil cannot successfully reintegrate back into the school and parents / carers feel that a transfer to another school may benefit the pupil, the school will support the pupil and their parents / carers with this process.

Where a pupil who has been the victim of bullying has developed such complex needs that alternative provision is required, the pupil, their parents, the headteacher and DSL will meet to discuss the use of alternative provision.

16. Bullying outside of school

Staff will remain aware that bullying can happen both in and outside of school, and will ensure that they understand how to respond to reports of bullying that occurred outside school in line with the Child Protection and Safeguarding Policy and the Child-on-child Abuse Policy.

The headteacher has a specific statutory power to sanction pupils for poor behaviour outside of the school premises. Section 89(5) of the Education and Inspections Act 2006 gives the headteacher the power to regulate pupils' conduct when they are not on school premises, and therefore, not under the lawful charge of a school staff member.

Teachers have the power to sanction pupils for misbehaving outside of the school premises. This can relate to any bullying incidents occurring anywhere off the school premises, e.g. on school or public transport, outside the local shops, or in a town or village centre.

Where bullying outside school is reported to school staff, it will be investigated and acted upon. In all cases of misbehaviour or bullying, members of staff can only sanction the pupil on school premises, or elsewhere when the pupil is under the lawful control of the member of staff, e.g. on a school trip.

The headteacher is responsible for determining whether it is appropriate to notify the police of the action taken against a pupil. If the misbehaviour could be of a criminal nature, or poses a serious threat to a member of the public, the police will be informed.

17.   Record keeping

The DSL will ensure that robust records are kept with regard to all reported or otherwise uncovered incidents of bullying – this includes recording where decisions have been made, e.g. sanctions, support, escalation of a situation and resolutions.

By way of distinguishing between unpleasant behaviour, bullying allegations, bullying concerns and proven bullying, the following stages will be recorded, monitored and reported on using both CPOMS and the school's MIS, Arbor. This enables the school to intervene with pupils who are found to have displayed unpleasant behaviour towards two or more individuals and/or groups, but not necessarily displayed repetitive bullying behaviours to the same person / group.

Stage	Description	Examples of behaviour	Examples	Actions

1	• Unpleasant behaviour	• One instance of unpleasant behaviour towards another.	• One instance of any of the following and other similar behaviours (not an exhaustive list):
			  ○ Unpleasant comments, including online.
			  ○ Name-calling, including online.
			  ○ Threats, including online.
			  ○ Inappropriate contact with another person.
			  ○ Inappropriate contact with another person's belongings or possessions.
				• Member of staff logs 'Stage 1 – Unpleasant Behaviour' on Arbor and CPOMS.
				• Member of staff summarises incident in the 'incident summary' on Arbor and CPOMS, clearly identifying the perpetrator and the victim.
				• Pupil and their parents / carers are made aware that a 'Stage 1 – Unpleasant Behaviour' has been recorded via Arbor.
				• Pupil is issued with a P3 30-minute after-school detention for Stage 1 – Persistent Unpleasant Behaviour
				• Appropriate intervention work and monitoring is carried out by Pastoral Manager.
				• Restorative conversation takes place immediately between victim and perpetrator, facilitated by Pastoral Manager.
				• The victim and their parents / carers are kept up to date with the actions taken.
				
				• **Where the language or behaviours are of a racist, homophobic, biphobic, transphobic, sexist, ableist, prejudicial or derogatory nature, these must also be logged, under these categories, and the appropriate sanction imposed.**

2A	• Persistent unpleasant behaviours	• Two instances of unpleasant behaviour towards another (not	• Two instances of any of the following and other similar behaviours towards	• Pastoral Manager tracks 'Stage 1 – Unpleasant Behaviour' log.

Stage	Description	Examples of behaviour	Examples	Actions
		necessarily the same person).	different individuals or groups (not an exhaustive list): o Unpleasant comments, including online. o Name-calling, including online. o Threats, including online. o Inappropriate o contact with another person. o Inappropriate contact with another person's belongings or possessions.	• If there are two instances of 'Stage 1 – Unpleasant Behaviour' logged for the same perpetrator, the Pastoral Manger: o Logs 'Stage 2A – Persistent Unpleasant Behaviour' on Arbor and CPOMS. o Pastoral Manager summarises the incidents in the 'incident summary' on Arbor and CPOMS, clearly identifying the perpetrator and the victim(s). o Pupil and their parents / carers are made aware that a Stage 2A – Unpleasant Behaviour has been recorded, via Arbor. o Pupil is issued with a P4 45-minute after-school detention for Stage 2A – Persistent Unpleasant Behaviour. o Restorative conversation takes place immediately between victim and perpetrator, facilitated by Pastoral Manager. o Appropriate intervention work and monitoring is carried out by Pastoral Manager. o The victim and their parents / carers are kept up to date with the actions taken. • **Where the language or behaviours are of a racist, homophobic, biphobic, transphobic, sexist, ableist, prejudicial or derogatory**

Stage	Description	Examples of behaviour	Examples	Actions
				nature, these must also be logged, under these categories, and the appropriate sanction imposed.

2B	• Bullying behaviours	• Two instances of unpleasant behaviour towards the same individual or group.	• Two instances of any of the following and other similar behaviours towards the same individual or group (not an exhaustive list):
			  ○ Unpleasant comments, including online.
			  ○ Name-calling, including online.
			  ○ Threats, including online.
			  ○ Inappropriate contact with another person.
			  ○ Inappropriate contact with another person's belongings or possessions.
				• Pastoral Manager tracks 'Stage 1 – Unpleasant Behaviour' log.
				• If there are two instances of 'Stage 1 – Unpleasant Behaviour' logged for the same perpetrator towards the same individual or group, the Pastoral Manger:
				  ○ Logs 'Stage 2B – Bullying Behaviours' on Arbor and CPOMS.
				  ○ Pastoral Manager summarises the incidents in the 'incident summary' on Arbor and CPOMS, clearly identifying the perpetrator and the victim(s).
				  ○ Pupil and their parents / carers are made aware that a Stage 2B – Bullying Behaviour has been recorded.
				  ○ Parents / carers of all pupils involved are made aware that a Stage 2B – Bullying Behaviour has been recorded and the actions being taken.
				  ○ Pupil is issued with an Internal Exclusion for Stage 2B – Bullying Behaviour.
				  ○ Restorative conversation takes place immediately between victim

Stage	Description	Examples of behaviour	Examples	Actions
				and perpetrator, facilitated by Pastoral Manager.
				o Appropriate intervention work and monitoring is carried out by Pastoral Manager.
				o The victim and their parents / carers are kept up to date with the actions taken
				• **Where the language or behaviours are of a racist, homophobic, biphobic, transphobic, sexist, ableist, prejudicial or derogatory nature, these must also be logged, under these categories, and the appropriate sanction imposed.**

3	• Bullying	• Three or more instances of unpleasant behaviour towards the same individual or group.	• Three instances of any of the following, and any other similar behaviours, towards the same individual or group (not an exhaustive list):
			  o Unpleasant comments, including online.
			  o Name-calling, including online.
			  o Low-level threats, including online.
			  o Inappropriate, non-aggressive,
				• Pastoral Manager tracks 'Stage 1 – Unpleasant Behaviour' log.
				• If there are three instances of 'Stage 3 – Bullying' logged for the same perpetrator, towards the same victim(s), the Pastoral Manger alerts the Head of Year. The Head of Year:
				  o Logs 'Stage 3 – Bullying' on Arbor and CPOMS.
				  o HOY summarises the incidents in the 'incident summary' on Arbor and CPOMS, clearly identifying the perpetrator and the victim(s).
				  o Pupil is made aware that a 'Stage 3 – Bullying' has been recorded.

Stage	Description	Examples of behaviour	Examples	Actions
			contact with another person. o Inappropriate, non-aggressive, contact with another person's belongings or possessions.	o Parents / carers of all pupils involved are made aware that a 'Stage 3 – Bullying' has been recorded and the actions being taken. o Pupil is issued with an Internal Exclusion. ▪ If there are multiple examples of Stage 3 – Bullying being logged for the same perpetrator or if the bullying continues following a Stage 3 being logged a more severe sanction may be imposed, foe example, Fixed Term Suspension or Permanent Exclusion. o Restorative conversation takes place immediately between victim and perpetrator, facilitated by Pastoral Manager. o Appropriate intervention work and monitoring is carried out by Pastoral Manager. o A parental meeting is conducted by the HOY. In this meeting: ▪ a Bullying Contract is agreed and signed by the pupil and their parents. ▪ The pupil and parents / carers are made aware that

Stage	Description	Examples of behaviour	Examples	Actions
				any further instances of bullying may result in a Fixed Term Suspension and / or Permanent Exclusion. ▪ If necessary, Form Class / Band / Class changes are explored, agreed and implemented. ▪ If necessary, an off-sirte direction or PPP agreed and implemented. ○ The victim and their parents / carers are kept up to date with the actions taken. ○ The bullying incident is logged by the DHT on the school's Bullying Record. • **Where the language or behaviours are of a racist, homophobic, biphobic, transphobic, sexist, ableist, prejudicial or derogatory nature, these must also be logged, under these headings and the appropriate sanction imposed.**

The headteacher and DSL will ensure that all decisions and actions recorded are reviewed on a regular basis for the purposes of:

- Identifying patterns of concerning, problematic or inappropriate behaviour on the part of certain pupils that may need to be handled, e.g. with pastoral support.
- Reflecting on whether cases could have been handled better and using these reflections to inform future practice.
- Considering whether there are wider cultural issues at play within the school, e.g. whether school culture facilitates discriminatory bullying by not adequately addressing instances, and planning to mitigate this.
- Considering whether prevention strategies could be strengthened based on any patterns in the cases that arise.
- Responding to any complaints about how cases have been handled.

18. Monitoring and review

This policy is reviewed every year by the headteacher and the DSL. Any changes to this policy will be communicated to all relevant stakeholders.

The scheduled review date for this policy is September 2025.