



BORDEN GRAMMAR SCHOOL

Anti-Bullying Policy

Date Drawn up	May 2006
Date last revised	Revised June 2018
Drawn up / Revised by	RA
Date Ratified by Governors (P & P Committee)	June 2018
Frequency of Review	3 yearly
Next Review Date	June 2021

Borden Grammar School Anti-Bullying Policy

1) Objectives of this Policy

Borden Grammar School Anti-Bullying Policy outlines what Borden Grammar School will do to prevent and tackle bullying in all its forms. The policy has been drawn up through the involvement of the whole school community.

2) Our school community:

- ❖ Discusses, monitors and reviews our anti-bullying policy on a regular basis.
- ❖ Supports staff to promote positive relationships and identify and tackle bullying appropriately.
- ❖ Ensures that students are aware that all bullying concerns will be dealt with sensitively and effectively; that students feel safe to learn; and that students abide by the anti-bullying policy.
- ❖ Reports back to parents/carers regarding their concerns on bullying and deals promptly with complaints. Parents/ carers in turn work with the school to uphold the anti-bullying policy.
- ❖ Seeks to learn from good anti-bullying practice elsewhere and utilises support from relevant organisations when appropriate.
- ❖ Monitors incidents of bullying in school so that we can identify patterns of behaviour that need to be addressed.

3) Definition of bullying

Bullying is “**Behaviour by an individual or a group, usually repeated over time that intentionally hurts another individual either physically or emotionally**”.

Bullying can include but is not limited to: name calling, taunting, mocking, making offensive or intimidating comments; kicking; hitting; taking belongings; inappropriate text messaging and electronic messaging (including through web-sites, Social Networking sites and instant messaging apps); sending offensive or degrading images by phone or via the internet; producing offensive graffiti; gossiping; excluding people from groups and spreading hurtful and untruthful rumours.

4) Forms of bullying covered by this Policy

Bullying can happen to anyone. This policy covers all types of bullying including, but not limited to:

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

5) Preventing, identifying and responding to bullying

We will:

- ❖ Work with staff and outside agencies to identify all forms of prejudice-driven bullying.
- ❖ Actively provide systematic opportunities to develop pupils’ social and emotional skills, including their resilience.
- ❖ Consider all opportunities for addressing bullying including through the curriculum, through displays, through peer support and through the School Council.
- ❖ Train all staff including lunchtime staff, teachers, teaching assistants and office staff to identify bullying and follow school policy and procedures on bullying.
- ❖ Actively create “safe spaces” for vulnerable children and young people.

6) Involvement of students

We will:

- ❖ Regularly canvass children and young people's views on the extent and nature of bullying.
- ❖ Ensure students know how to express worries and anxieties about bullying.
- ❖ Ensure all students are aware of the range of sanctions which may be applied against those engaging in bullying.
- ❖ Involve students in anti-bullying campaigns in schools.
- ❖ Publicise the details of helplines and websites.
- ❖ Offer support to students who have been bullied.
- ❖ Work with students who have been bullying in order to address the problems they have.

7) Liaison with parents and carers

We will:

- ❖ Ensure that parents / carers know whom to contact if they are worried about bullying.
- ❖ Ensure parents know about our complaints procedure and how to use it effectively.
- ❖ Ensure parents / carers know where to access independent advice about bullying.
- ❖ Work with parents and the local community to address issues beyond the school gates that give rise to bullying.

8) Links with other school policies and practices

This Policy links with a number of other school policies, practices and action plans including:

- ❖ Complaints policy
- ❖ Behaviour Policy
- ❖ Confidentiality Policy
- ❖ The teaching of PSHE
- ❖ The recording of racial incidents

9) Monitoring & Review, Policy into Practice

We will review this Policy at least once every three years or if incidents occur that suggest the need a review will occur at the next scheduled meeting. The school uses the guidance by the DfE and the Anti-Bullying Alliance to inform its action planning to prevent and tackle bullying.

Examples of how the principles of this policy will be put into practice are included in Appendix 1.

10) Responsibilities

This Policy only works if it ensures that the whole school community understands that bullying is not tolerated and understands the steps that will be taken to both prevent and respond to bullying.

It is the responsibility of:

- School Governors to take a lead role in monitoring and reviewing this policy e.g. by receiving reports from the 'responsible person' at Full Governing Body meetings.
- Governors, the Headteacher, the Leadership Group, teaching and non-teaching staff to be aware of this policy and implement it accordingly.
- The Headteacher to communicate the policy to the school community.
- Students to abide by the policy.

The named 'Responsible Person' for this policy is: Mr R Artingstoll (Assistant Headteacher)

The named Governor responsible for this policy is: Mrs Y Herbert.

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Appendix 1: Specific procedures to combat bullying at Borden Grammar School

Our aim is to make Borden Grammar School a bullying –free zone

Responsible Person: Mr Artingstoll

- The main function of the 'responsible person' is to oversee all issues and reports of bullying with appropriate parties, to ensure that the requirements of this policy are carried out, and that any problems or difficulties in meeting these requirements are addressed.
- In particular, the responsible person should ensure that systems and procedures for dealing with bullying, and the selection of suitable persons and strategies for dealing with it are followed.
- The responsible person should ensure all reported issues of bullying (by students, parents and employees) are taken seriously and followed through appropriately. This includes identifying the extent of problems within the establishment and monitoring and reviewing developments and solutions on a regular basis.

Reporting incidents: We encourage anyone who is bullied or aware of others being bullied to bring the matter to the school's attention, so the problem can be addressed. In the first instance, please contact the Head of Year of the student being bullied, or the Head of School (Mr Artingstoll for Key Stage 3, Mrs Smith for Key Stage 4 and Mr Brinn for Sixth Form). In turn, staff will take advice, as needed, from the 'responsible person'. As a result of an initiative by the School Council, 'peer representatives' (Anti-Bullying Ambassadors) have been trained to provide immediate support and guidance, and will support students in taking the matter to a member of staff if necessary. We also provide a box in the school office and an area on the VLE where pupils can report concerns. Our aim is to create a culture of open rather than anonymous reporting where possible, as this makes it far more possible for us to put effective interventions in place.

Creating a bullying-free culture: We use PSHE lessons, tutor time, assemblies and other programmes (e.g. Independent Learning and SEAL - Social and Emotional Aspects of Learning programme), to discuss issues around diversity and draw out anti-bullying messages. We see creating an open and honest anti-bullying culture as a whole-school, whole-curriculum issue. We will review our ICT policies, including Acceptable Use Policies for access to the school computer network, to ensure that pupils understand what constitutes cyber-bullying and that it is not tolerated at our school. We will make anti-bullying a topic for regular staff discussion and training and include it in the induction process for all new staff. We will review records of bullying incidents and feedback from parents and students so we can be as effective as possible.

Supporting students who are bullied: We will make time to listen to students who are being bullied and to provide them with support, including advising on safe spaces for those who are vulnerable and strategies to help prevent recurrences (e.g. by providing advice on blocking people if they have been bullied online). Pupils can be asked to keep a log of incidents to help staff to deal as effectively as possible with incidents. Whilst we will act to deal with perpetrators of bullying, we will also work to build the resilience and self-esteem of those who are victims, to help them feel safe and happy in and out of school.

Dealing with those who are bullying others: We will apply sanctions fairly, proportionately, consistently and reasonably to (a) impress upon the perpetrator that what he/she has done is unacceptable; (b) deter him/her from repeating that behaviour and (c) signal to other students that the behaviour is unacceptable and deter them from doing it. The actions we will take include:

- Working with students to help face up to their responsibility for their actions and supporting them in putting right the harm they have caused e.g. establishing mediating meetings.
- Engaging with parents and carers so that they are aware of the behaviour that has caused concern whenever bullying occurs.
- Sanctions ranging from detention to Internal or external exclusion for aggressive/repeated incidents.
- Referring the matter to other agencies, including the police, where the seriousness or nature of incidents merits outside intervention

We will also work to provide support for those who are demonstrating bullying behaviour through the provision of help such as anger –management counselling where appropriate.



Appendix 2: Borden Grammar School - Bullying Log Sheet

Name:

Form:

Pastoral Learning Manager (Head of Year):

Day	Time/place of the incident	Describe in your own words what happened	Names of any witnesses	Circle if you have told any of the following people
				<p style="text-align: center;">Tutor</p> <p style="text-align: center;">Teacher</p> <p style="text-align: center;">Support staff</p>
				<p style="text-align: center;">Tutor</p> <p style="text-align: center;">Teacher</p> <p style="text-align: center;">Support staff</p>
				<p style="text-align: center;">Tutor</p> <p style="text-align: center;">Teacher</p> <p style="text-align: center;">Support staff</p>
				<p style="text-align: center;">Tutor</p> <p style="text-align: center;">Teacher</p> <p style="text-align: center;">Support staff</p>

Please show this log sheet to a member of staff as soon as possible.