




Beacon Academy Trust

A COMPELLING VISION FOR SUCCESS

ANTI-BULLYING POLICY AND PROCEDURE

Approving Body	Trust
Date of First Approval	15 th June, 2017
Date of Last Amendment	
To be Reviewed	Annually
Responsible Officer	 BMAT MD, for and on behalf of the Trust.

I. INTRODUCTION – PURPOSE AND SCOPE

1. The overarching aim of this policy is to promote a culture in which bullying is neither suffered nor tolerated by any member of the BMAT community. Towards this overarching aim, this policy aims to ensure that:
 - a. All trustees, governors, teaching staff, non-teaching staff, students and parents have an understanding of what bullying is;
 - b. All members of staff understand the appropriate procedure to follow when bullying is discovered and/or reported;
 - c. All students and parents understand BMAT's policy on bullying, and what they should do if bullying arises.
 - d. All incidences of actual or suspected bullying are reported, investigated and dealt with appropriately.
 - e. Pupils and parents are supported when bullying is reported.
2. This policy should be read in conjunction with the following BMAT policies and procedures, which are available on the [BMAT website](#).
 - a. Equality and Diversity;
 - b. Safeguarding and Child Protection;
 - c. Student Code of Conduct and Behaviour Management;
 - d. External Exclusion Policy;
 - e. Complaints;
 - f. Acceptable Use (ICT) Policy;
 - g. SEND Policy.
3. This policy was created in accordance with the following legislation or guidance:
 - a. The Equality Act 2010 places a requirement on BMAT to eliminate discrimination and promote equal opportunities.
 - b. School Principals have a legal duty under the School Standards and Framework Act 1998 to draw up procedures to prevent bullying and to bring these procedures to the attention of staff, parents and students.
 - c. Under the Education and Inspections Act 2006, the duties are extended to include preventing/responding to bullying that happens outside school, where it is reasonable to do so.

- d. Under the Education Act 2002 and the Children Act 2004, BMAT has a duty to 'safeguard' and promote the welfare of pupils.
 - e. Government guidance advises that the policy should also address the bullying of staff by pupils.
4. The Department for Education (DfE) defines bullying as *"Behaviour by an individual or group, usually repeated over a period of time, that intentionally hurts another individual or group either physically or emotionally"* (See Appendix for types of bullying). This policy covers:
- a. Bullying of students by students within BMAT premises;
 - b. Bullying of and/or by students outside of BMAT premises, where BMAT is aware of it; and
 - c. Bullying of staff by students within or outside school.
 - d. Allegations about bullying of students by staff will be dealt with under the BMAT Safeguarding and Child Protection Policy.

II. GUIDING PRINCIPLES

5. **BMAT owes a duty of care to all of its members, particularly its students. Towards the fulfilment of this duty, bullying must not be tolerated:**
- a. Students, members of staff and parents/carers should never 'turn a blind eye' to bullying.
 - b. All members of staff **must** appreciate their role in creating and contributing to a safe, healthy environment for students.
 - c. All members of staff are obliged to take action in accordance with the procedures set out in this policy and the linked policies referred to therein.
6. **BMAT's attitude of non-tolerance towards bullying stems from the view that with every right comes a responsibility.** Every member of the BMAT community should appreciate that the following rights and responsibilities apply to them

I have the right to feel safe and protected and the responsibility to look out for others.

I have the right to be myself and a responsibility to accept other people's differences and boundaries.

I have a right to get support and a responsibility to ask for it at the appropriate time.

I have a right to be heard and a responsibility to listen to others.

7. It is inevitable that some incidences of bullying will occur within BMAT's constituent schools and the wider community. **The only way to tackle bullying is to take an active stance against it.**
8. Parents/carers and students are encouraged to report incidences of bullying to any member of staff.

III. STUDENT TRAINING AND EXPECTATIONS

9. Education to prevent bullying will be provided to all students during their time at BMAT and appropriate behaviour will be reinforced during lessons and around BMAT premises. **Curriculum opportunities are used to address bullying through:**
 - a. Subject areas e.g. English, Drama, Philosophy/RE
 - b. Personal Social Health Education (PSHE);
 - c. Assemblies e.g. National Anti-Bullying Week and National Safer Internet Day;
 - d. Presentations from outside agencies and theatre groups;
 - e. Offsite activities;
 - f. Tutorial activities;
 - g. Peer support.

10. Students are encouraged to develop and the following skills and values:

Patience	Empathy	Co-operation
Understanding	Mutual respect	Tolerance
Leadership	Care	Compassion

IV. PROCEDURE FOR RESPONDING TO INCIDENCES OF BULLYING

11. Where appropriate, students should report incidences of bullying as soon as possible, to any member of staff. BMAT accepts that students may choose not to report incidences of bullying immediately if they have a stronger pastoral relationship with a particular member of staff e.g. a form tutor.
12. When this is not appropriate, students should report incidences of bullying to their parents/carers, who are encouraged to report the matter to the student's form tutor, director of achievement and progress/head of year.
13. Members of staff who have incidences of bullying reported to them **must** listen sympathetically to the reporting student(s); students should be reminded that they have done the right thing.
14. Members of staff should keep a brief written record of the incident/report and **must** record it on SIMS. This helps to ensure that:
 - a. Vulnerable students are more easily identified;
 - b. A record is kept of persistent and/or serious bullying;
 - c. That any extant or prospective complaints regarding the handling of an alleged or suspected incident of bullying can be responded to swiftly, effectively and professionally;
 - d. The above is communicated to and may be accessed by all members of staff with SIMS access, who come into contact with the student(s) concerned; and
 - e. Incidences of bullying and responses to them are monitored such that they can be used for training and evaluation purposes.

15. In almost all cases, members of staff who have incidences of bullying reported to them should pass the incident onto the appropriate director of achievement and progress/head of year. This helps to ensure that:

- a. Incidences of bullying are dealt with at an appropriate level and by members of staff with the appropriate experience/training;
- b. That bullying issues within a specific year group are identified at an early stage; and
- c. That members of staff do not make themselves vulnerable to complaints by failing to pass on an incident of bullying and/or by failing to handle it appropriately.

16. This may be via email, telephone or in person. However, a written record (e.g. email trail) **must** be kept, for the reasons listed in paragraph 23 of this policy.

17. Serious incidents (e.g. physical bullying) may be reported directly to a member of the Senior Leadership Team ['SLT'], but in most cases it is better to allow the appropriate director of achievement and progress/head of year to make this decision (e.g. because they have access to important information regarding the student(s) involved).

18. Directors of achievement and progress/heads of year and senior leadership teams should use their experience, training and professional judgment to determine the appropriate action to take in response to incidences of bullying.

BMAT promotes a strategy of adapting the response to the circumstances.

However, the following responses, which may be implemented on their own or in conjunction, are given as an example:

- a. Facilitating a written/verbal apology from bully to victim;
- b. Holding a mediation between victim(s) and bully/bullies;
- c. Devising a strategy of positive steps to be taken with the bully/bullies to encourage improved behaviour;
- d. Monitoring the bully/bullies to identify repeated behaviour;
- e. Counselling victim(s) and/or bully/bullies
- f. Contacting parents/carers by letter /telephone;
- g. Inviting parents/carers to a mediation meeting;
- h. Alerting members of staff who come into contact with victim(s) and or bully/bullies of signs to watch out for and strategies to adopt;

- i. Delivering targeted assemblies if the incident involves a large number of students and/or affects an entire year group (e.g. racist bullying);
 - j. Implementing disciplinary sanctions - including detentions, internal exclusions, external exclusions and permanent exclusions – in accordance with the relevant [BMAT Policies](#).
 - k. Work with external organisations such as the police and children’s services where bullying is particularly serious or persistent and when a criminal offence may have been committed.
19. **Written accounts** of the incident and the action taken in response to it **must** be kept by the responsible member(s) of staff. Depending on the nature and/or seriousness of the incident, this may include:
- a. Written witness statements from students and/or members of staff;
 - b. Copies of emails/letters sent in relation to the incident; and written notes of phone calls;
 - c. Attendance notes if meetings, mediations or counselling sessions are arranged.
20. A failure to take action in response to a reported and/or discovered bullying incident may result in disciplinary action being taken against the member of staff concerned.
21. Allegations made by students against members of staff will be handled in accordance with the [BMAT Safeguarding and Child Protection Policy and Procedure](#) and the [BMAT Student Code of Conduct and Behaviour Management Policy and Procedure](#).
22. Monitoring and Evaluation:
- a. In keeping with this policy, incidences of bullying must be recorded on SIMS and a record of action(s) taken in response to bullying must be kept.
 - b. This data is used for monitoring, evaluation and training purposes.
23. Complaints: Parents/carers who are dissatisfied with the action taken in response to an incident of bullying and wish to make a complaint **must** do so in accordance with the BMAT [Complaints Policy and Procedure](#).

APPENDIX – TYPES OF BULLYING

BMAT appreciates that there are several forms of bullying and that an act is bullying if it is done maliciously, deliberately or persistently to hurt, upset or to have that effect.

Verbal, for example:

- Deliberate, unkind and persistent remarks.
- Racist, sexual or homophobic name calling.
- Being hurtful about appearance.
- Name calling, sarcasm, persistent teasing.

Emotional, for example:

- Spreading hurtful rumours.
- Writing graffiti or using images/offensive materials.
- Tormenting, humiliating.
- Excluding someone and leaving them out on purpose.

Abuse of property, for example:

- Taking another's property without permission.
- Malicious damage to property.

Physical, for example:

- Pinching, punching, pushing, kicking and hitting.
- Threats of physical violence e.g. 'squaring up' to another.
- Any violence that is done on purpose to others.

Racist, for example:

- A racial taunt, graffiti, gestures.
- Making inappropriate comments regarding faiths and beliefs

Sexual, for example:

- Making sexual comments.
- Inappropriate touching.

Cyber bullying, for example:

- The use of ICT, particularly mobile phones and the internet, deliberately to upset someone else.
- Hurtful, harmful messages sent from individuals and groups.
- The taking and/or communication of photos and/or videos without consent.

Homophobic (because of, or focusing on the issue of sexuality.)