

Policy	Anti-Bullying Policy
Author	Haidee Norman - Principal
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1. Introduction

Upwell Academy regards bullying as particularly serious and firm action will always be taken against it. We encourage all pupils to report bullying. All teaching and support staff will be alert to the signs of bullying and act promptly and firmly against it in accordance with this Policy.

The aim of our anti-bullying policy is to ensure that all pupils learn in a supportive, caring and safe environment without fear of being bullied. Bullying is anti-social behaviour and affects everyone; it is unacceptable and will not be tolerated. Within the curriculum, we will raise the awareness of the nature of bullying through inclusion in PSHE, assemblies and subject areas, as appropriate, in an attempt to eradicate such behaviour. Staff will praise and encourage pupils when they show kindness and consideration to others. We believe all pupils should be able to work in a caring, supportive environment and bullying has no place in this vision.

2. What is bullying?

Bullying is defined as actual or implied physical or verbal aggression intended to cause distress. It has three common features:

- It is deliberate, hurtful behaviour;
- It is repeated over a period of time;
- It is difficult for those being bullied to defend themselves.

The main types of bullying are:

- Physical (hitting, kicking, theft)
- Verbal (name calling, racist remarks, spreading rumours, teasing)
- Psychological (spreading rumours, excluding someone from social groups).
- Misuse of mobile phones or Internet message boards and chat rooms.

Pupils who are being bullied may show changes in behaviour, such as becoming shy, anxious, withdrawn and nervous, feigning illness, taking unusual absences, lateness or prefers to stay with adults. There may be evidence of changes in work patterns, deterioration in work, lack of concentration or truanting from school. Staff will be vigilant for all signs of bullying. This list is not exhaustive and staff and parents should be alert and communicate any concerns. Any student who has knowledge of an incident of bullying will be encouraged to report to an appropriate adult or student. Bullying must never be kept a secret.

3. Roles and Responsibilities

Bullying in our academy is everyone's problem. All staff, students and parents/carers should be aware that bullying exists and share a commitment to combat it and to make the school environment a happier place for everyone. Everyone has a duty of care to observe, monitor and report any behaviour, conversation or action which they suspect.

While all staff have a legal obligation to ensure that every action, however apparently small or insignificant is dealt with and reported, the Senior Leadership Team is responsible for the overall co-ordination and monitoring of this important policy.

We recognise that parents/carers have a key role to play supporting victims and counselling instigators and we will work closely with parents/carers to deal with bullying.

4. Dealing with Bullying Incidents

Any incidents of bullying will be taken seriously and dealt with as quickly as possible. Staff will do all they can to support the victims of bullying and make it clear to the bully that this behaviour is not acceptable.

In dealing with bullying, Academy staff will:

- Not ignore it
- Not make premature assumptions
- Listen to all accounts of the incidents
- Adopt a problem-solving approach that encourages pupils to find solutions rather than simply justify themselves
- Make regular follow-up checks to ensure that bullying has not resumed.

The following steps will be taken when dealing with incidents:

- If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who has been approached.
- A clear account of the incident will be recorded and given to the Leadership Team.
- The member of the Leadership Team will interview all concerned and will formally record the incident.
- Class teachers will be kept informed.
- Parents / Carers will be kept informed at all times.
- Punitive measures will be used as appropriate and in consultation will all parties concerned.

5. If a Pupil is Bullied

Staff who receive a report of bullying from a pupil will:

- Listen to the pupil's account of the incident
- Reassure the pupil that reporting the bullying incident was the right thing to do
- Make it clear to the pupil that he or she is not to blame for what has happened
- Make a note of what the pupil says
- Explain that the pupil should report any further incidents to a teacher or other member of staff immediately.

Staff will ask the pupil:

- What has happened;
- How often it has happened;
- Who was involved; where it happened;
- Who saw what happened;
- What he or she has done about it already.

This information will be referred as soon as possible to the Class Teacher and Senior Leadership Team.

6. Advice and Support to Pupils

The Academy staff will advise pupils who are caught up in bullying incidents to:

- Stay calm and look as confident as possible
- Try to be firm and clear and tell them to stop
- Get away from the situation as quickly as possible
- Immediately tell an adult what has happened

Pupils who have been bullied will be supported by:

- Offering an immediate opportunity to discuss the experience with a member of staff of their choice
- Reassuring the pupil
- Offering continuous support
- Restoring self-esteem and confidence

Staff will spend time to help pupils who have bullied others to change their behaviour. If a pupil is bullying others, staff will:

- Talk to the pupil and explain that bullying is wrong and makes others unhappy
- Discuss with the pupil how to join in with others without bullying
- Talk to the pupil about how things are going at school, his or her progress and friends
- Give the pupil lots of praise and encouragement when he or she is being kind and considerate to others
- Involve parents / carers when appropriate

7. Recording Incidents

All incidents of bullying and discussions with the pupils involved will be recorded, along with the Academy's response to the incident.

8. Monitoring, Evaluation and Review

The Academy Council will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.