



ANTI-BULLYING POLICY

Originator	Reviewed by	Date of Review	Approved by	Date of Approval	Next Review Date	Website
HKE	S&C	01/03/2021	Board	29/03/2021	March 2023	Yes

Vision Statement

‘Creating an irresistible climate for achievement’

- We challenge, support, and encourage every student to **achieve their potential**.
- We believe **effort** and **dedication** lead to success and we **raise aspirations**.
- We **personalise our provision** to meet the needs of individuals.
- We enable our students to flourish as **confident learners and leaders** of our community.
- We create a culture where all stakeholders **feel valued, supported and proud**.
- We **work collaboratively** to improve outcomes for our students and support other schools to improve.

This Policy is a key element of The John of Gaunt whole school approach which places the values of respect and inclusion at the heart of its ethos aiming to prevent bullying by creating an environment which fosters positive relationships, better behaviour and high expectations for all children and young people.

1. This Policy is based on DfE guidance “Preventing and Tackling Bullying” July 2017 and supporting documents. It also considers the DfE statutory guidance “Keeping Children Safe in Education” 2020 and the new guidance ‘Sexual violence and sexual harassment between children in schools and colleges’ May 2018.

2. **Links with other school policies and practices**

- Behaviour for learning policy (including use of mobile devices)
- Complaints policy
- Child protection policy
- Confidentiality policy
- Online safety and Acceptable Use Policies (including use of social media)
- Sex and relationships policy

3. **Links to legislation**

There are several pieces of legislation which set out measures and actions for schools in response to bullying, as well as criminal and civil law. These may include (but are not limited to):

- The Education and Inspection Act 2006, 2011
- The Equality Act 2010 (see below)
- The Children Act 1989
- Protection from Harassment Act 1997
- The Malicious Communications Act 1988
- Public Order Act 1986

In addition, this policy considers:

Overview from Department for Education: The Equality Act 2010 which came into force on 5 April 2011 – the three aims are;

- to eliminate unlawful discrimination, harassment, discrimination, 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.

4. **Aims**

Our anti-bullying policy aims to:

- To ensure that children learn in a supportive, caring and safe environment, without fear of being bullied.
- Promote respect and tolerance for each other, understanding that as individuals we may see each situation from different perspectives to others.
- To ensure that there are measures to prevent all forms of bullying within The John of Gaunt School and where appropriate to include incidents which take place off the school site or online.
- Clarify for pupils and staff what bullying is and that it is always unacceptable.

- To promote an environment where children feel they can trust and tell adults if they are being bullied or know about any bullying.
- To have in place an anti-bullying support system, that all staff and pupils understand and which is applied consistently.
- To ensure that all staff are aware of their duty of care over those in their charge and the need to be alert to signs of bullying.

Our policy was created after a whole school survey conducted by the Anti Bullying Alliance and in conjunction stake holders including a student working party where students were able to share their experience of bullying behaviour at The John of Gaunt School and the school's response to this and also and what they would like to happen as a result of their input.

This policy sets out a range of proactive strategies, reactive strategies and intervention systems which are in place to:

- Prevent, de-escalate and/or stop any continuation of harmful behaviour.
- React to bullying incidents in a reasonable, proportionate and consistent way.
- Safeguard the student who has experienced bullying and to trigger sources of support for them.
- Apply appropriate consequences to the student/s causing the bullying and ensure they learn from the experience, in some cases through multi-agency support and using Restorative Justice techniques where applicable.

5. Definition of bullying

The Anti Bullying Alliance defines bullying as the **repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. It can happen face to face or online.**

There are four key elements to this definition:

- Hurtful
- Repetition
- Power imbalance
- Intentional

Bullying behaviour can be (but is not limited to):

Physical – pushing, poking, kicking, hitting, biting, pinching etc.

Verbal - name calling, sarcasm, spreading rumours, threats, teasing, belittling.

Emotional – isolating others, tormenting, hiding books, threatening gestures, ridicule, humiliation, intimidating, excluding, manipulation and coercion.

Sexual – unwanted physical contact, inappropriate touching, abusive comments, homophobic abuse, exposure to inappropriate films etc.

Online /cyber – posting on social media, sharing photos, sending nasty text messages, social exclusion

Indirect - Can include the exploitation of individuals.

Conflict or disagreement between friends or peers, whilst upsetting is not bullying behaviour. However, if unresolved disagreements can develop into a pattern of bullying behaviour.

What starts as bullying can subsequently develop into criminal behaviours and where this happens, incidents should be reported to the police and / or to social services as peer on peer violence.

6. Categories of bullying behaviours:

Bullying related to race, religion or culture. A range of hurtful behaviour, both physical and psychological that makes a person feel unwelcome, marginalised, excluded, powerless or worthless because of their colour, ethnicity, culture, faith community, national origin or national status

Bullying related to special educational needs or disabilities (SEND). Children and young people with SEND are at higher risk of bullying than their peers. The same standard of behaviour is expected of all our students.

Bullying related to appearance or health conditions. Those with visible health or medical conditions may be more likely to become targets for bullying behaviour focusing on body image issues.

Sexual, sexist and transphobic bullying. Sexual bullying includes behaviours where sexuality is used as a weapon by both genders. It can be face to face, behind someone's back or by use of technology. In extreme cases it may include sexual assault or be linked to domestic violence.

Homophobic bullying. Bullying linked to sexual orientation. Bullying of young carers or children in care or otherwise linked to home circumstances.

Bullying related to environmental and family influences. Young people may be heavily influenced by their communities or homes where bullying and abuse are common features. Bullying at school may arise from trauma or instability at home related to domestic violence

Bullying – Other. All other instances of bullying behaviour which does not meet the criteria for other types of bullying behaviour.

7. Responsibilities

We consider that everyone within our school community has a part to play. In order to tackle the issue of bullying we recognise that we need a range of strategies to deal with it. A whole school approach is needed to educate students and staff to ensure that it is not tolerated, and that it is dealt with sensitively and consistently.

a) The Headteacher

The Headteacher has a legal duty under the School Standards and Framework Act 1998 to draw up procedures to prevent bullying amongst students. The Headteacher will:

- a. Ensure that all staff have an opportunity to discuss and review strategies.
- b. Work with the whole school community to determine the strategies and procedures that best meet the needs of The John of Gaunt School;
- c. Ensure appropriate training is available;
- d. Ensure that the procedures are brought to the attention of all staff, volunteers, parents and students;
- e. Ensure that all relevant information and current bullying statistics are reported to the governing body via the Student and Community Sub Committee

- b) The Assistant Headteacher (DSL / Behaviour) will:**
- a. Be responsible for the day-to-day management of the policy and systems;
 - b. Ensure that there are positive interventions, strategies and procedures in place to help both the students who have been bullied and those exhibiting bullying behaviour
 - c. Share information with SLT and the Governing body as requested by the Head Teacher
 - d. Refer and liaise with multi-agency working groups if necessary.
 - e. Arrange relevant student training and determine how best to involve parents in the solution of individual problems.
 - f. Ensure proper record keeping.
- c) The Directors of Learning will:**
- a. Look for opportunities to raise awareness of Anti-Bullying through the curriculum where possible.
- d) Tutors will:**
- a) Be responsible for liaising with the Heads of Year and the Student Development Team regarding all incidents involving students in their tutor groups, involving the ILD department if needed to support students with additional needs;
 - b) Be involved in any agreed strategy to achieve a solution if requested;
 - c) Promote Anti-Bullying through the tutorial programme where possible.
 - d) Make initial contact with parents to notify them of events, where appropriate.
- e) The Heads of Year and wider Student Support Team will:**
- b. Take a lead in investigating reported incidents of bullying
 - c. Take a lead in facilitating conflict resolution (Restorative Justice) conversations.
 - d. Use the assembly programme to promote Anti-Bullying where possible
 - e. Complete Bullying logs where necessary ensuring effective record keeping.
 - f. Communicate issues and interventions with the parents of students involved.
 - g. Work with students, including their year council to review and evaluate the John of Gaunt School's response to bullying and its promotion of anti-bullying strategies
- f) The Pastoral Support Manager**
- h. Ensure appropriate record keeping of bullying incidents and have oversight of trends.
 - i. Liaise with external agencies where appropriate.
 - j. Support the development and implementation of peer led anti bullying ambassadors who will be directly supervised by the Pastoral and behaviour support co-ordinator
- g) All Staff and Volunteers will:**
- k. Know and follow all relevant policies and procedures.
 - l. Keep clear records of bullying using the appropriate recording form and where necessary on Class Charts or report them to an appropriate member of staff so they can be recorded
 - m. Be aware and talk to students to identify issues relating to bullying behaviour.
 - n. Never let any incidence of bullying pass by unreported, whether on-site or during an off-site activity.
 - o. Take action to reduce the risk of bullying at all times and in places where is most likely.

- h) Governors will:**
- p. Liaise with the Assistant Headteacher over anti-bullying strategies, and be made aware of individual cases of bullying where appropriate and monitor through the students and community committee the overall trends in bullying behaviour
 - q. Discuss, review and endorse agreed strategies and will discuss the Assistant Headteacher's reports on the working of this policy.
 - r. Ensure that the school arrange for a regular programme of staff development, which will include child protection and anti-bullying strategies. This will include training for support staff as well as teachers.
 - s. Ensure a named Governor has been appointed with responsibility for working alongside the Assistant Head teacher to ensure Governors are fully appraised of the current school information with regards to bullying behaviour
 - t. Approve relevant policies.
 - u. Review the Policy every two years, or sooner if legislative changes dictate.
- i) Students:**
- v. Behave appropriately, respecting individual differences and diversity;
 - w. Reinforce the message that bullying is not accepted or tolerated;
 - x. Refrain from bullying others;
 - y. Assist someone who is being bullied;
 - z. Inform John of Gaunt School staff if they are being bullied or if they see someone else being bullied – both at school and on the way to and from school or on line.
 - aa. Follow The John of Gaunt's anti bullying policy
 - bb. Students must know to whom they should go if they are being bullied or if they are concerned about another child.
 - cc. Students who are 'bystanders' will not make a situation worse by encouraging bullying behaviour. Where possible when a student witnesses bullying behaviour, they will follow the school policy of 'See it. Hear it. Stop it.' And report any such incidences. This may be directly to a member of staff or through the JoG Cares option on the website or using the JoG Cares boxes in the Library and Reception.
 - dd. The school council will review, monitor and evaluate the school's approach to bullying incidents and advise on improvements when needed.
- j) Parents & Carers: (See appendix 3 – Guidance for Parents)**
- ee. Be aware of the school's anti bullying policy and assist their children in understanding bullying behaviour;
 - ff. Support their children in developing positive responses to incidents of bullying consistent with the John of Gaunt School's anti-bullying policy.
 - gg. To model appropriate behaviour, respecting individual differences and diversity;
 - hh. To reinforce the message that bullying is not accepted or tolerated;
 - ii. To help and instruct their children to tell the appropriate staff member if they are bullied;
 - jj. To watch for signs that their child may be bullied;
 - kk. To speak to their child's tutor, Year leader or pastoral team member if their child is being bullied, or they suspect that this is happening.

The school recognises that as a parent it can be difficult and uncomfortable to address when your child is presenting with bullying behaviour as well as those instances when your child has been a victim. The John of Gaunt school will not 'label' students as 'Bullies' but asks that

parents appreciate that as young people who are growing in social maturity and developing the skills need to manage some social situations, sometime our students do not do this the right way and can make mistakes. Both the school and parents and carers have a role in helping students develop positive social skills which allows them to manage relationships in a positive and appropriate way.

The role of parents/carers in supporting their child to develop the range of social and emotional skills which minimise the chances of their child bullying cannot be underestimated and will significantly support the school in seeking to reduce incidents of bullying or preventing incidents of bullying. Parents should know that the school will not tolerate bullying, and takes a positive, active approach towards educating students on how to combat it. Parents will be informed of the policy and procedures. In addition, there are instances where students may be in conflict with another student and although upsetting, these instances may not always meet the school's definition of bullying. None the less the school recognises its role in supporting students address these difficulties and issues in their relationships with others even when the issue is not one of bullying behaviour.

Students and parents/carers should be aware that school rules covering all aspects of behaviour extend to cover the daily journeys to and from school and, of course, all school trips.

8. The effects of bullying

Young people who are being bullied are being denied the opportunity to reach their full potential. Effects may be long term and include:

- Absenteeism – unknown or prolonged periods of time out of school
- Fall in academic performance
- Poor self-esteem
- Health problems
- Isolation and failure to develop socially
- Depression and suicide
- Relationship difficulties.

Signs of bullying occurring

These include:

- Absence from school - look for patterns Missing certain lessons – truanting
- Change in behaviour/personality
- Frequent visits to staff to report illness
- Torn/dirty clothes
- Physical injury – bruising – cuts etc.
- Reluctance to leave classroom at the end of lessons
- Attention seeking behaviour
- Unusual aggression or unusual reticence
- Changes in work pattern both homework and classwork
- Changes in friendship group
- Student who suddenly becomes isolated
- student who is regularly the source of teasing by others
- Refusal to participate in activities which are not directly supervised by an adult
- Reluctance to participate in PE and get changed in communal changing rooms

Although the above list is most likely to apply to victims, changes in behaviour could indicate that someone has developed anti-social traits and may be bullying others.

9. Reporting and Recording Incidents

Please note: The school has a number of CCTV cameras. They do not cover the school grounds in its entirety as this is not practical. These may be used to review instances of bullying behaviour where this has been recorded. The recordings made by these cameras are for school staff use only and are not to be shared with parents without a discussion with the safeguarding lead and / or Head Teacher. These instances will only be permitted in exceptional cases and in line with GDPR guidelines. Footage may be requested by and shared directly with the police.

Reporting Incidents of Bullying - Students

The school encourages the whole school community to report any incidents of bullying, including students who have experienced being bullied and by those who are bystanders who have witnessed an incident. The school endeavours to provide clear, accessible and confidential incident reporting systems, which include:

- Speaking to a member of staff (teachers and support staff) who are aware of the importance of listening to students' concerns. We encourage all students to think about members of the school community that they can go to when they have a problem. All students have access to their tutor and to a member of the pastoral support team who is allocated to their year team.
- Access to the Designated Safeguarding Lead and several Deputy Designated Safeguarding Lead members of staff (see Safeguarding and Child Protection Policy).
- Student council members / peer mentors / anti bullying ambassadors
- Using the 'JoGCare'* boxes located in reception and the school library
- Using the 'JoGCare'* option in the student section of the school website

*Students who report concerns reported through the JoGCare options may opt to be anonymous and treated with confidence.

Recording

All incidents of reported bullying behaviour will be recorded on **The John of Gaunt Bullying Incident Report Form** (see appendix 1) they may also be recorded on class charts and / or within the John of Gaunt School safeguarding records.

Bullying incidents will be systematically recorded and used to identify patterns of behaviour. Data will be used to identify trends with specific groups and sub groups of students as well as trends in types of bullying behaviour e.g. cyber-bullying, or within particular areas of the school site to allow preventative programmes to be planned.

Where they meet the appropriate criteria, the data will be shared with the Wiltshire Local Authority.

By taking the positive action of recording incidents of bullying we are giving a clear message to parents, staff and the wider community that we take these incidents seriously and can become essential evidence if there is a dispute between the parties about how an incident of bullying has been handled. Data regarding bullying will be monitored and acted upon by the Pastoral Team at the school.

10. Responding to incidents of bullying behaviour

The primary aim in investigating and dealing with bullying is to resolve any issues and to restore, as far as is practicable, the relationships of the parties involved (rather than to apportion blame); The school's procedures must be consistent with this approach. Every effort will be

made to ensure that all involved (including pupils, parent(s)/guardian(s)) understand this approach from the outset.

All staff have a responsibility to tackle bullying. The John of Gaunt School endeavours to ensure that teachers and other adults working with students are equipped with the necessary skills and knowledge to identify and address all types and forms of bullying effectively and safely. The John of Gaunt School's approach to anti-bullying work is included within induction programmes for new staff (including temporary and supply staff).

When a member of staff receives information, either directly or indirectly, that a child may have been the victim of a bullying incident, this report will be taken seriously and investigated.

If bullying is suspected, an appropriate member of staff will talk to the suspected victim, the student (s) who is (are) alleged to have taken part in bullying behaviour and any witnesses and take written statements. Staff may wish to complete the form: **Investigation into a hurtful or prejudice related incident or allegation of bullying** (appendix 5A) to help them decide if an incident is bullying behaviour or not.

All members of the school community must be aware that school staff cannot promise absolute confidentiality although we will endeavour to do so where possible. Child protection and safeguarding procedures must be followed when any disclosures are made. Although The John of Gaunt School cannot guarantee confidentiality pupils will be informed of national and local helplines, if appropriate, where confidentiality can be maintained (see appendix 6)

It is recognised that in some situations 'victims' may misrepresent or misinterpret alleged bullying incidents and members of staff need to be aware of this and that this may happen unintentionally as well as deliberately.

An underlying principle in supporting pupils in our school is that all children are listened to sensitively and objectively and all incidences of bullying will be taken seriously.

The school will offer a proactive, sympathetic and supportive response to students who are the victims of bullying. The exact nature of the response will be determined by the particular individual's needs and may include:

- Immediate action to stop the incident and secure the child's safety
- Positive reinforcement that reporting the incident was the correct thing to do
- Reassurance that the victim is not responsible for the behaviour of the bully
- Informing/informing parents at the earliest opportunity
- Strategies to prevent further incidents
- Showing sympathy and empathy
- Counselling or mentoring, by either a member of staff or from an external agency
- Buddying with a suitable student / group of students
- Extra supportive supervision/monitoring
- Peer mediation/peer mentoring
- Adult mediation between the perpetrator and the victim (provided this does not increase the victim's vulnerability) using restorative practices. N.B. this should happen on a basis where the victim is not outnumbered by the alleged perpetrator e.g. it should be on a one to one basis.
- Arrangements to review progress.
- Where bullying and conflict involves wider families' members it may be possible, in rare cases, for mediation to be arranged or offered in school with senior members of staff.
- Reporting to the police and / or social care

Social networking websites are sometimes used for bullying and any threats made on such a site and acted on in school will be classed as pre-meditated and are likely to result in a more severe sanction, where it is deemed necessary, we will advise that the police and other agencies are informed.

It should be acknowledged that it is very difficult for the school to act on cyber bullying which has occurred outside of school time (the school has a no mobile device policy – see behaviour for learning policy). If this happens The John of Gaunt School will aim to share the relevant information with the parents of all children involved along with advised strategies to prevent cyber bullying in the future. Particular note should be made that The John of Gaunt School strongly advises all parents to follow the age restrictions and other guidelines set out by the social media platforms as these are designed to support and protect young people.

All alleged instances of bullying behaviour will be recorded on the Bullying Behaviour Recording form (see appendix 1: The John of Gaunt Bullying Incident Report form) and the data will be analysed and shared with Governors and with the local authority as appropriate

For the Bully:

- Talking about what happened, to discover why they became involved / took the action they did
- Informing the student's parents/carers
- Continuing to work with the perpetrator in order to modify attitudes, this can include changes to class groupings or school travel arrangements
- Taking disciplinary steps to prevent further bullying in line with our Behaviour Policy.
- Give the student an opportunity to make amends and rebuild the relationship – this is offered where both the victim and perpetrator agree to this mediation.

Prevention of Bullying

The John of Gaunt School believes that the whole school community should work together to reduce bullying as part of our efforts to promote a positive and inclusive whole school ethos and create a safe, healthy and positive learning environment.

- Alongside the school's responsive strategies for dealing with incidents of bullying, the school adopts as part of our pastoral support system, a whole school approach to implementing proactive and preventative interventions at a school, class and individual level to reduce bullying.
- Through tutor and house activities, assemblies, PSHE lessons and other curriculum opportunities and participation in the National Anti-Bullying week annually, aspects of personal and social behaviour will be taught so students can:
- Recognise bullying behaviour
- Know that they should speak out and how to do this
- Have the confidence to do so if they are being bullied
- Know who to speak to
- Feel confident that they will be listened to and supported
- Make them fully aware that bullying is a serious breach of the school rules and will not be tolerated.

The school will also strive to:

- Adopt positive behaviour management strategies as part of the school's Behaviour for Learning Policy.

- Ensure that the school's anti bullying ethos is actively promoted in assemblies and other formal occasions, as well as displayed around the school.
- Provide training on behaviour management and anti-bullying for all relevant staff including non-teaching staff.
- Provide social skills groups for vulnerable individuals and groups.
- Provide a transition programme to support students moving across year groups and key stages.
- Provide information on support agencies such as ChildLine, Kidscape and The Anti Bullying Alliance including telephone numbers for help lines and addresses for supportive websites. (See Appendix 6)
- Ensure adequate supervision of pupils before school, at breaks and lunchtimes and after school.
- Use CCTV when available and applicable to review any incidents in open areas.
- Provide a range of opportunities at lunchtimes so that pupils have positive activities in which to engage.
- Use the designated spaces to offer alternative provision for vulnerable students at unstructured times such as break / lunchtime
- Through the school council and reporting to Governors, they will review the effectiveness of the school's measures in counteracting bullying.
- Use peer ambassadors to pro-actively reduce bullying and act as a student voice, publish activities and lead assemblies/whole school activities.
- Identify and use opportunities within the school curriculum to discuss aspects of bullying to emphasise that the school does view bullying as a serious issue, and to explore the appropriate ways of behaving towards each other e.g. within PSHE, English cross curricular activities including in transition activities and as part of the assembly schedule.
- Teachers will ensure that they do not use teaching materials or equipment which portray a bad or negative view of any group because of their ethnic origin, gender, ability/disability etc.
- Teachers will encourage pupils to treat everyone with respect through: → modelling the behaviour they expect through their own dealings with pupils
- always challenging inappropriate responses from pupils towards other individuals or groups (including racial or minority groups)
- implementing the school's guide to rewards and sanctions (see Behaviour for learning Policy)
- promoting the schools peer mentoring and involvement in the transition program at the start of Year 7 to highlight the issue and to encourage pupils to take a positive stand against bullying.
- promoting positive and caring attitudes towards minority groups through the curriculum, assemblies and charity work
- The school will, through staff and partner organisations restrict access to certain websites on the school intranet and monitor email traffic through security software.
- Regulate the use of mobile phones during the school day through the schools 'No Mobile Device' policy
- Work pro-actively with community groups to respond to and help eradicate anti-social behaviour in the community. Liaising with members of the community e.g. PCSO, transport service providers and engaging in community initiatives and safer school partnerships.

(Please note: Some of the above actions and provisions may be subject to change or removal as a result of Covid 19 restrictions and risk assessments)

The John of Gaunt Bullying Incident Report Form

Date of incident being reported:
Date or dates of reported incidents
Time of incident:
Incident reported to: (use full name)
Reported By:

Nature and type of incident (please tick all that apply)

Extortion / Blackmail	<input type="checkbox"/>	Verbal (name calling)	<input type="checkbox"/>	Forced into something against will	<input type="checkbox"/>	
Isolation, being left out or ignored	<input type="checkbox"/>	Cyber (give details)				<input type="checkbox"/>
Physical	<input type="checkbox"/>	Personal possessions taken/damaged	<input type="checkbox"/>	Spreading rumours	<input type="checkbox"/>	
Sexual	<input type="checkbox"/>	Group abuse	<input type="checkbox"/>		<input type="checkbox"/>	
Other	<input type="checkbox"/>	Please specify:				<input type="checkbox"/>

Details of the young people involved and their role in the incident

	Name(s)	TG	SEN	PP	M/F	EAL	Role*
1							<ul style="list-style-type: none"> ▪ V – victim ▪ B – bully ▪ By - bystander
2							
3							
4							
5							
6							

Where / when has this been taking place?

Data Recording:

If you feel the incident was motivated by any of the following, please circle:

- | | | | |
|--------------------|-------------------|--------------------|----------|
| Appearance | Disability/SEN | Gender/sexism | Religion |
| Sexual orientation | Home circumstance | Race/Ethnic origin | |
| Other | | | |

Please give a brief description of the incident (attach copies of any witness statements or further details to this form).

Parents / Carers Informed: (please add notes of telephone conversations / emails / meetings if appropriate)

Parent Name	Related to student No. e.g student 1	Contacted on	Method of communication Letter (L) Email € Telephone Call (T) Meeting (M)

Consequence (Tick all that apply):

Restorative meeting	<input type="checkbox"/>	Loss of free time	<input type="checkbox"/>	Behaviour Contract	<input type="checkbox"/>
On report	<input type="checkbox"/>	Time in PBSC (State how long)	<input type="checkbox"/>	Police / other agency notified (State which agency)	<input type="checkbox"/>
Fixed term exclusion from school.	<input type="checkbox"/>	Permanent removal from school site	<input type="checkbox"/>		<input type="checkbox"/>
Other – please give details	<input type="checkbox"/>				

Other follow up including support offered to victims

Review date: _____

Review completed by: _____

Outcome: Resolved Y / N (give details on separate sheet if needed)

Copies of this form should be given to The Senior Pastoral Support Manager

Appendix 2

Student Friendly Version of The John of Gaunt Anti Bullying Policy



The reasons for this policy: Bullying can have negative effects on our wellbeing. We want our school to be a happy environment for all it's students, this way we can excel as individuals. Everyone within the school must feel safe and know what to do if they don't. The Anti Bullying Alliance defines bullying as **the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. It can happen face to face or online.**

There are four key elements to this definition:

- Hurtful
- Repetition
- Power imbalance
- Intentional

Typically, this might include one or more of the following:

- Hitting and fighting.
- Unwanted or inappropriate physical contact.
- Repeated name calling, teasing, mimicking (this includes hurtful 'Banter')
- Spreading or starting rumours.
- Not including others.
- Racial comments,
- graffiti or gestures.
- Sexual, gender related and homophobic comments.
- Threatening people.
- Stealing, hiding or damaging someone else's things.
- Cyber bullying.

Bullying is not:

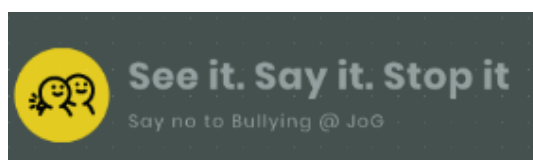
- Not liking someone.
- Not wanting to be friends with someone.
- Accidentally bumping into someone on a single occasion.
- A minor falling out.
- An isolated act of aggression, confrontation or meanness.

Policy Aims.

Achieving the Anti-Bullying Policy is down to everyone within our school, including you. We would like to:

- ✓ Make sure everyone within The John of Gaunt School (including parent/carers) are aware of our Anti-Bullying Policy and what they can do on a personal level to help prevent bullying.
- ✓ Record and monitor all incidents of bullying.
- ✓ Look at trends in bullying to evaluate the effectiveness of practice and inform further developments.

Our motto is: '**See It**', '**Say It**', '**Stop It**'.



We are able to report bullying without the fear of making the situation worse. Bullying can be reported in person, to a member of staff, through email, using the JoG Care option in the student section of the school website or using one of the JoG Care Concern boxes in reception or the library.

It will be dealt with quickly and in the best way possible.

Preventing, identifying and responding to bullying.

The John of Gaunt School will deal with bullying effectively and efficiently involving all parties we need to and if necessary we will bring in any outside agencies we need to help to deal with the incidents. Each incident of bullying will be dealt with on an individual basis with the student's safety wellbeing and happiness being a priority.

It is the responsibility of all members of staff to deal with and/or report incidents of bullying.

In responding to bullying, action must be taken to support the person being bullied and to challenge bullying behaviour and offer necessary support to stop that behaviour. Support may also be offered to the person who has been involved in bullying behaviour towards someone else so that they can identify better ways to deal with conflict and relationships

Students will be regularly consulted via the school council in order to maintain and review the principles and practice which appear in the Anti-Bullying Policy.



Dealing with and reporting incidents.

The following steps will be taken when dealing with all incidents of bullying reported to the school:

When bullying is suspected or reported the incident will be dealt with immediately by a member of staff who has been approached and will be shared with the Year Team (s) who will investigate the incident

- This will be reported to our Designated Safeguarding Lead (Mrs Kerr) and your year team
- A clear and accurate account of the incident will be recorded by a member of staff.
- All students involved will be interviewed by an appropriate member of staff. This interview will be recorded and the notes kept.
- Teachers/Tutors may be informed if necessary;
- When responding to cyber bullying concerns The John of Gaunt School will take all available steps to identify the bully, including, if needed, looking at the school computer systems and interviewing possible witnesses. If the bullying behaviour took place outside of school we will work with you to help you to report it to the correct social media platforms and / or the police if you feel that this is necessary. The police may need to be involved to enable the service provider to look into the data of another user.
- If content posted online is offensive or inappropriate, and the person or people responsible are known, the school will explain to those persons why the material is unacceptable and or offensive and will request that they remove it. Unfortunately, we cannot enforce this and this is why other people outside of school may need to be involved.
- Where the bullying takes place outside of the John of Gaunt School site on a school trip or activity or on the way to and from school, we will ensure that the concern is looked into and that appropriate action is taken in accordance with the John of Gaunt Behaviour for Learning Policy.
- Parents/carers will be contacted and kept informed.
- Sanctions will be used as appropriate and in consultation with all parties concerned.

- If necessary and appropriate the police or other local services will be consulted.

Links with other Policies.

- This Policy links with many of other school policies, practices and action plans including:
- Behaviour for Learning Policy, including the use of mobile devices in school
- Safeguarding and Child Protection policies;
- E-Safety (Online Safety) and Acceptable Use Policies (AUPs);

The named Governor with lead responsibility for this policy is Mrs Young

The named member of staff with lead responsibility for this policy is Mrs Kerr

Anti-bullying Ambassadors are: To be confirmed

POLICY DATED: March 2021

POLICY REVIEWED: Every two years. March 2021

Appendix 3 - GUIDANCE FOR PARENTS

Signs that may indicate your child is a victim of bullying

1. Reluctance to go to school
2. Not wanting to go out alone at weekends or in the evening
3. Torn, damaged or dirty clothes when they come in
4. Loss of money, property, asking for money
5. Not sleeping, nightmares, bed wetting
6. Lower standard of work
7. Change of mood, behaviour, emotional state
8. Unusual aggression or reticence in the home
9. Sudden desire to leave school in the middle of the day with no reasonable explanation
10. Physical injuries
11. Change of friendship group patterns
12. Distressing or anonymous telephone calls at home

If your child has been bullied:

- Calmly talk with your child about his/ her experiences.
- Make a note of what your child says including who was involved, how often the bullying has occurred, where it happened and what happened.
- Reassure your child that he/ she has done the right thing to tell you about the bullying.
- Explain to your child that should any further incidents occur he/she should report them to a member of staff they trust immediately.
- Make an appointment to see your child's tutor / year leader/ pastoral lead
- Explain to the member of staff, the problems your child is experiencing when talking with staff about bullying:
- Try to stay calm and bear in mind that the member may have no idea that your child is being bullied or may have heard conflicting accounts of an incident.
- Be as specific as possible about what your child says has happened, give dates, places and names of other students involved.
- Make a note of what action the school intends to take.
- Ask if there is anything you can do to help your child or the school.
- Stay in touch with the school and let them know if things improve as well as if problems continue.

If your child is experiencing on line / cyber bullying

- Report this to the social media platform using the pre-set reporting methods if it is on a social media platform.
- Make sure your child is following the age restrictions and guidelines for the social media app if it is an app is being used

- Ensure your child is careful who they give their mobile phone number and e-mail address to.
- Ensure they know in person and are happy with who they invite as friends onto their social networking sites.
- Monitor any online activity.
- Do not respond to any bullying behaviour by making threats or posting on social media.
- Check exactly when a threatening message was sent or posted. Where possible screen shot or print the evidence. (it is possible to use another device to do this if you are concerned the app records who has screen shot messages)
- Where necessary report incidents to the police

If your child is bullying others:

Please note, this can be very hard to accept but be open minded that students are young and still learning how to behave socially and emotionally and that if a child 'gets things wrong' it is more helpful to address this and work with the school than to deny it or make excuses.

- Talk with your child and explain that what he/she is doing is unacceptable and makes other children unhappy.
- Discourage other members of your family from 'setting an example' by using bullying behaviour or from using aggression or force to get what they want.
- Show your child how he/ she can join in with other children without bullying.
- Make an appointment to see a member of staff and explain the problems your child is experiencing as well as discussing how you can work together to stop him/ her bullying others.
- Regularly check with your child how things are going at school.
- Give your child lots of praise and encouragement when he/ she is co-operative or kind to other people.

Appendix 4: For Students: If you are being bullied

- Tell an adult or somebody you trust what has happened straight away.
- Get away from the situation as quickly as possible and go somewhere you are safe.
- Try to stay calm and look as confident as you can.
- Be firm and clear – look them in the eye and, if possible, tell them to stop and tell them how you feel.

After you have been bullied

- Don't be scared – see it, say it, stop it!
- Tell a member of school staff or another adult you trust (you can do this in person or via email or on the school website (student section → JoG Cares) or post a slip in the JoG Cares concern boxes in reception or the library
- Tell your parents or carers or a trusted adult at home.
- If you are scared to tell a teacher or adult on your own, ask a friend to go with you.
- Don't blame yourself for what has happened

When you are talking to an adult about bullying, be clear about

- What has happened to you.
- How often it has happened.
- Who was involved.
- Who saw what was happening.
- Where it happened.
- What you have done about it already.
- Although you may be upset, worried or scared try not to exaggerate or add things which are not completely truthful

If you experience bullying by mobile phone, text messages e-mail or via social networking sites

- Don't retaliate or reply
- Make a note of exactly when a threatening message was sent and save the evidence do not delete anything – screen shot or print messages and threats (you can use a separate device to do this if you are worried that the screen shot will notify the bully)
- Make sure you tell an adult who you trust
- Contact your service provider or look at their website to see where to report incidents
- Be careful who you give your mobile phone number or e-mail address to

Appendix 5

Guidance for investigation of a bullying incident

The primary aim in investigating and dealing with bullying is to resolve any issues and to restore, as far as is practicable, the relationships of the parties involved (rather than to apportion blame); The school's procedures must be consistent with the following approach. Every effort will be made to ensure that all involved (including pupils, parent(s)/guardian(s)) understand this approach from the outset.

In investigating and dealing with bullying, the (relevant) teacher will exercise his/her professional judgement to determine whether bullying has occurred and how best the situation might be resolved;

1. **The investigation into bullying form** (appendix 5A) will help and guide staff in their investigations
2. Members of staff should take a calm, unemotional problem-solving approach.
3. Where possible incidents should be investigated outside the classroom situation to ensure the privacy of all involved;
4. All interviews should be conducted with sensitivity and with due regard to the rights of all pupils concerned. Pupils who are not directly involved can also provide useful information.
5. When analysing incidents of bullying behaviour, the relevant teacher should seek answers to questions of what, where, when, who and why. This should be done in a calm manner, setting an example in dealing effectively with a conflict in a non-aggressive manner;
6. If a group is involved, each member should be interviewed individually at first. Thereafter, all those involved should be met as a group. At the group meeting, each member should be asked for his/her account of what happened to ensure that everyone in the group is clear about each other's statements;
7. Listen to the victim, acknowledging the sincerity of the report.
8. Listen to both sides of the story separately and make a judgement.
9. If it is appropriate bring both parties together for reconciliation using restorative practice.
10. Inform parents/carers as soon as possible and bring into school if necessary (this action is to be taken in conjunction with Tutor and / or year team).
11. Sanctions should be proportionate to the offence. Year team and Pastoral manager / Assistant Head teacher may be consulted to advise on a suitable sanction.
12. All sanctions from loss of free time (break / lunchtimes), placement in the Pastoral and Behaviour Support Centre (PBSC) parental interviews and fixed-term exclusions will be considered.
13. In very serious and repeated cases, permanent removal from the school site may be considered.
14. The school has staff trained in restorative approaches. Should the staff and parties involved in a bullying incident feel this is suitable, a referral will be made to the Senior Pastoral Manager or year team.

15. Contact all concerned to ensure people understand what is happening and the action taken.
16. Monitor the situation – speak to the victim to ensure the situation has not arisen again at a future date. It is vital that victims are offered support and spoken to after the event.
17. Victims and perpetrators may be referred to the Pastoral Lead within the year team for support.
18. Perpetrators should be left in no doubt that their behaviour is unacceptable and they should be encouraged to view the situation from the perspective of the victim (through the Restorative Approach). They should also be made aware that further examples of their behaviour will incur a more severe sanction.
19. It must be made clear to all involved (each set of pupils and parent(s)/guardian(s)) that in any situation where disciplinary sanctions are required, this is a private matter between the pupil being disciplined, his or her parent(s)/guardian(s) and the school.

Follow-up and recording

Please Complete The John of Gaunt Bullying Incident Report Form (appendix 1)

In determining whether a bullying case has been adequately and appropriately addressed the relevant member of staff must, as part of his/her professional judgement, take the following factors into account:

1. Whether the bullying behaviour has ceased;
2. Whether any issues between the parties have been resolved as far as is practicable;
3. Whether the relationships between the parties have been restored as far as is practicable;
4. Any feedback received from the parties involved, their parent(s)/guardian(s) or other school staff
5. Follow-up meetings with the relevant parties involved should be arranged separately with a view to possibly bringing them together at a later date if the pupil who has been bullied is ready and agreeable.

Where a parent/guardian is not satisfied that the school has dealt with a bullying case in accordance with these procedures, the parent(s)/guardian(s) must be referred, as appropriate, to the school's complaints procedures.

In the event that a parent(s)/guardian(s) has exhausted the school's complaints procedures and is still not satisfied, the school must advise the parent(s)/guardian(s) of their right to make a complaint to the Governing Body using the school's complaints procedures.

Investigation into a hurtful or prejudice related incident or allegation of bullying

Completed by name and role:

Date:

Name and role of individual/s making the allegation e.g. pupil, parent/carer, member of staff:

Form of referral e.g. verbal report, letter, e-mail, phone call, via JoG Care Online / Box:

Brief outline of details gathered to date:

Action taken to date:

Date:

Signed:

Focus of Bullying/Harassment

Factors to help determine if incident constitutes bullying

Incident **was** bullying (all 3 amber warnings confirmed)

- Hurt has been deliberately/knowingly caused (physically or emotionally)
- It is a repeated incident or experience e.g. multiple incidents, cyberbullying or the involvement of a group
- Involves an imbalance of power:
 - target feels s/he cannot defend her/himself, or
 - perpetrator/s exploiting their power (size, age, popularity, social standing, abusive language, labelling /name-calling, etc.)

Incident **was not** bullying on this occasion because it was (please note action may still be required)

- the first hurtful incident between these children
- teasing/banter between friends without intention to cause hurt (should not happen again)
- falling out between friends after a quarrel, disagreement or misunderstanding
- conflict that got out of hand (should not happen again)
- activities that all parties have consented to and enjoyed (check for subtle coercion)
 - incident got out of hand
 - resulted in a parental concern
- Other _____

The definition of a prejudice related incident

A prejudice related incident is any incident which is perceived by the victim, or any other person, to be prejudiced towards an individual due to one or more of the protected characteristics of age, disability, faith, gender identity/reassignment, marriage and civil partnership status, pregnancy and maternity status, race, sex or sexual orientation.

Resolution process agreed:

Support and/or sanction for those causing hurt or offence:

Support needed for the hurt party:

Focus of Bullying/Hurtful Behaviour

Please tick all elements which apply in your understanding of the incident(s) and record specific language:

	Definitely applies	Possibly applies
Age/ Maturity		
Appearance		
Size/weight		
Class/Socio-economic		
Family circumstance (e.g. caring role)		
Ethnicity/Race		
Religion/Belief/faith		
Gender		
Transphobia/Gender identity		
Homophobia/sexuality		
Sexualised		
SEN and Disability		
Ability/application		

Resources for students



Helplines

- **ChildLine:** ChildLine is the UK's free, confidential helpline for children and young people. They offer advice and support, by phone and online, 24 hours a day. Whenever and wherever you need them, they'll be there. Call 0800 1111. They have a designated page for bullying issues that includes a new video about building up your confidence after bullying.
- **Direct Gov:** Information for young people on cyberbullying, bullying on social networks, Internet and email bullying, bullying on mobile phones, bullying at school, what to do about bullying, and information and advice for people who are bullying others and want to stop.
- **EACH :** EACH has a freephone Helpline for children experiencing homophobic, biphobic or transphobic bullying or harassment: 0808 1000 143. It's open Monday to Friday 10am-5pm.
- **Victim Support:** They offer support to young people affected by crime. Their Children and Young People's (CYP) Service also deals with cases of bullying; offering advice and working with professionals to ensure young people get the support they need. You can call their Supportline for free on 08 08 16 89 111.



Websites

The websites below have lots of information and advice for anyone who has experienced bullying.

- The Child Exploitation and Online Protection Centre (CEOP) maintains a website for children and young people, and parents and carers about staying safe online: **Think U Know**
- Childline: **information about bullying**
- Kidscape: **information for young people**
- Anti-Bullying Alliance: A website with tools and resources to support students, school staff and families deal with issues related to bullying **<https://www.anti-bullyingalliance.org.uk/>**

Reporting cyberbullying

- If someone makes you feel uncomfortable or upset online, talk to an adult you can trust, such as a relative or a teacher. If you would prefer to talk to someone in confidence you can contact [Childline](https://www.childline.gov.au) (0800 1111)
- If someone has acted inappropriately online towards you, or someone you know, you can report directly to the [Child Exploitation and Online Protection Centre](https://www.ceop.gov.au) (CEOP). It could be sexual or threatening chat, or being asked to do something that makes you feel uncomfortable or someone asking to meet up.
- Report any instances of inappropriate use of a social media app / platform using the social media reporting method. Staff at school can help you with this if you need it.