

SIR GRAHAM BALFOUR MAT



ANTI-BULLYING POLICY

SIR GRAHAM BALFOUR MAT POLICIES AND PROCEDURES

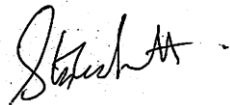
CHANGE CONTROL

Date	Issue	Details of change
07/04/2017	0.a	Initial Draft
30/06/2017	0.b	Updated following review by Trustees
19/07/2017	1.0	Updated following approval at Board Meeting 18/07/2017
27/11/2019	1.0	No Changes – Board Approval 27/11/2019
21/06/2021	1.a	Minor changes following review
30/06/2021	2.0	Updated following approval at Board Meeting 30/06/2021

Next Review	June 2023
--------------------	------------------

AUTHORISATION

Approved at Board Meeting on 30.06.2021



30-6-21

Signed:

Chair of Board

Date

SIR GRAHAM BALFOUR MAT POLICIES AND PROCEDURES

INTRODUCTION

Sir Graham Balfour Mutli-Academy Trust (SGBMAT) values the good relationships fostered in its schools, and expects that every allegation of bullying will be taken seriously. Some experts say that a child should be treated as being bullied simply because he/she says that they are. Therefore all incidents will be investigated. The Trustees consider that this is the attitude that the SGBMAT should adopt.

All staff, students and parents should be aware of the negative effects that bullying can have on individuals and a school in general, and should work towards ensuring that students can work in an environment without fear.

AIMS

- To demonstrate that SGBMAT takes bullying seriously and it will not be tolerated
- To take measures to prevent all forms of bullying in the SGBMAT, on the journey to and from school and on off site activities
- To support everyone in their actions to identify and protect those who might be bullied
- To demonstrate to all that the safety and happiness of students is enhanced by dealing positively with bullies and bullying
- To encourage students to tell someone that they are being bullied.

KEY ELEMENTS

Definition of Bullying

Bullying is deliberately hurtful behaviour, whether physical, verbal, emotional, oral, photographed or written, repeated over a period of time. It is difficult for those being bullied to defend themselves.

Bullying includes: name-calling; taunting; mocking; making offensive comments; threatening; kicking; hitting; pushing; taking belongings; inappropriate text messaging and emailing; 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. Although sometimes occurring between two individuals in isolation, it quite often takes place in the presence of others.

Cyberbullying is a method of bullying rather than a type of bullying - including bullying by text message, via instance messenger services and social media sites, via email and via images or videos posted on the internet or spread by mobile phones.

Racial discrimination or stereotyping and discrimination of any kind for any reason is also considered bullying.

SIR GRAHAM BALFOUR MAT POLICIES AND PROCEDURES

Responsibilities

- **Trustees**

The Trustees of the SGBMAT aim to eliminate bullying by:

- Making students, staff and parents / carers aware of bullying, its definition and the procedures outlined in the policy.
- Creating channels for students to openly discuss their problems.
- Empowering students who are bullied to seek help or help themselves.
- Modifying the behaviours of bullies and victims.
- Having proactive schemes of work throughout the MAT, encouraging principles of citizenship, openness and fair play.
- Including all members of staff, students, parents and governors in the practice, monitoring and effectiveness of this policy.
- Teaching individuals to help themselves and each other.

The long term aim of this policy is to reduce the number of students who experience bullying, through increasing awareness of this behaviour, the causes of bullying and its consequences for all who make up the SGBMAT community. This policy also aims to ensure that individual cases of bullying will be dealt with consistently and in a constructive and fair manner when they occur.

- **The Local Governing Body (LGB)**

A member of the LGB will liaise with the Deputy Head with responsibility for Personal Development and Welfare over anti-bullying strategies and individual cases where appropriate. The LGB will discuss, review and endorse agreed strategies and will discuss the effectiveness of this policy.

- **The Headteacher of the MAT school**

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

The Headteacher will:

- Ensure that all staff have an opportunity of regularly discussing strategies and reviewing them
- Determine the strategies and procedures in conjunction with the Deputy Head with responsibility for Personal Development and Welfare .
- Discuss development of the strategies with its Leadership Group
- Ensure that the procedures are brought to the attention of all staff, parents and students

SIR GRAHAM BALFOUR MAT POLICIES AND PROCEDURES

Deputy Head with responsibility for Personal Development and Welfare will:

- Be responsible for the day-to-day management of the policy and systems
- Keep the Headteacher and key student support staff informed of incidents
- Arrange relevant staff training
- Determine how best to involve parents in the solution of individual problems
- Advise on methods for encouraging students to tell someone that they are being bullied
- Report regularly to the LGB Committee
- Liaise with the local authority and other appropriate agencies.

Involvement of Parents

Parents, as well as all staff and students, should know that the school will not tolerate bullying. Parents of students who are being bullied and parents of bullies will be involved in the solution to the problem as appropriate by the relevant pastoral carers in consultation with the Deputy Head with responsibility for Personal Development and Welfare .

Involvement of Students

Students will be encouraged to tell someone they are being bullied, with strategies of how to do this covertly, if they are unable to do it overtly.

Strategies for Dealing with Bullying (what students should do)

- Tell a friend who will pass it on to someone in the PDW Team.
- Email help@sirgrahambalfour.staffs.sch.uk, an email inbox which only the Deputy Head with responsibility for Personal Development and Welfare, Assistant Head with responsibility for Personal Development and Welfare and the Student Support Manager have access to, this allows students to report incidents that will be dealt with.
- Tell their pastoral carer (Form tutor / Teaching Assistant etc) or anyone on the Leadership Group
- Tell the Student Support Manager
- Request an appointment with the school nurse via the Student Support Manager
- E-mail their Form Tutor or Teaching Assistant
- Drop a note in an envelope onto Reception with the name of the teacher whose help is requested – it will get passed to them by Reception but no-one will know who sent it, except the teacher
- Keep a diary recording dates, times, words and / or actions later it may well be useful as evidence.

SIR GRAHAM BALFOUR MAT POLICIES AND PROCEDURES

Strategies for Dealing with Bullying (what staff should do) Relevant Form Tutor/Year Head/Student Support Manager listens to bullied person's problem, who will offer any of the following keep a diary to record bullying incidents and bullying free days; provide a buddy – student or teaching assistant

- provide a more protected area for non-lesson times
- give permission to arrive a little late or leave a little early until problem is solved
- have regular meetings, some involving parents, to review the situation; enrolment on a relevant programme
- Organise a meeting with the bully, if agreed to; an appointment with a relevant outside agency e.g. Samaritans
- If problem persists, student is referred to Deputy Head in charge of Personal Development and Welfare for further action
- Parents of both parties to be informed at every stage

Potential Sanctions used with Bullies

- Verbal reprimand/formal warning
- Letter to victim
- Meeting with victim
- Removal from school email account (if appropriate)
- Loss of access to ICT in school
- Loss of social time
- After school detention(s)
- Day in isolation
- Fixed term exclusions
- Permanent exclusion.

Criteria for Success

- Students' willingness to use appropriate school channels for telling
- Students' recorded satisfaction at the closure of a bullying episode
- Parents' recorded satisfaction with school's handling of the bullying.

Reporting and Recording

All incidents must be recorded and reported on SIMS or other relevant data tracking system.
All interventions must be recorded

MONITORING AND EVALUATION

- The Deputy Head in charge of Personal Development and Welfare will keep and consider reports on serious incidents, and make a report regularly to the LGB in order to determine

SIR GRAHAM BALFOUR MAT POLICIES AND PROCEDURES

what can be learned from the incidents and how they were handled with a view to improving the school's strategies.

- Students and parents will be consulted on the effectiveness of this policy at regular intervals

The Staffing & Standard Sub-Committee of the MAT Board will formally review this policy every two years or more frequently if circumstances or legislation suggest it is appropriate.