

TDAP23H ANTI-BULLYING POLICY

Requisite: legal requirement				Full Trustee Board		
Vers.	Approval Date	Committee	Head	Chair	Next Review Date	
A	01/09/2002	Student Support			01/12/2010	
E	28/02/2018	FGB			01/03/2020	
F	08/07/2020	FGB			01/07/2022	
G	04/07/2022	FTB			01/07/2024	
H	02/12/2024	FTB			02/12/2026	

Rationale

At The Dorcan Academy, our vision is to be an outstanding school of first choice at the heart of our local community; this requires all staff and students to pursue excellence in their work and their behaviour, and to exemplify our Dorcan values and character virtues. We are committed to providing a caring, friendly and safe environment for all of our students so that they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our academy. If bullying does occur all students should be able to tell and know that incidents will be dealt with promptly and effectively. We are a TELLING academy; this means that anyone who knows that bullying is happening is expected to tell a member of staff.

1.1. Aims

The aims of this policy are:

- to actively promote and safeguard the welfare of students at The Dorcan Academy;
- to maintain and drive a positive and supportive culture among all students and staff throughout The Dorcan Academy; and
- to prevent bullying, detect it when it occurs, and respond to it appropriately on a case-by-case basis.
- to ensure that students learn in a supportive, caring and safe environment without fear of being bullied.

Bullying is an anti-social behaviour and affects everyone; it is unacceptable and will not be tolerated. Only when all issues of bullying are addressed will students be able to fully benefit from the opportunities available to them.

Throughout the policy the term 'parent' is used to mean a student's parent, carer or guardian.

1.2 Statutory duties at the academy

The Headteacher has a legal duty under the School Standard and Framework Act 1998 to draw up procedures to prevent bullying among students and to bring these procedures to the attention of staff, parents and students. Under the Education Inspections Bill 2006 the duties are

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extended to include preventing/responding to bullying that happens outside of the The Dorcan Academy, where it is reasonable to do so. Academies have a duty to 'Safeguard and promote the welfare of students' (Education Act 2002) and to ensure that children and young people are free from bullying and discrimination. (Children Act 2004) Government guidance advises that the policy should also address the bullying of staff by students ('Safe to Learn' DCSF 2007).

1.3 Scope of this policy and links to other policies

This policy applies at all times when the student is:

- Present at The Dorcan Academy; representing The Dorcan Academy or wearing The Dorcan Academy uniform;
- travelling to or from The Dorcan Academy;
- on The Dorcan Academy organised trips;
- associated with The Dorcan Academy at any time;
- in the care of The Dorcan Academy or not and The Dorcan Academy becomes aware of an incident of bullying that affects a student's ability to access education fully.

This policy shall also apply to students at all times and places in circumstances where failing to apply this policy may:

- affect the health, safety or well-being of a member of The Dorcan Academy community or a member of the public;
- have repercussions for the orderly running of The Dorcan Academy;
- bring The Dorcan Academy into disrepute

This policy has links to the following Academy policies and procedures:

- Equality Policy
- Behaviour Policy
- ICT Policies
- Safeguarding and Child Protection Policy
- Complaints Policy

This policy has regard to the following guidance and advice:

- Preventing and tackling bullying:
- Cyberbullying:
- Working together to safeguard children
- Keeping Children Safe in Education

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2. Guidance and Procedures

2.1 Definition of bullying

Bullying affects lots of people and can happen anywhere: at school, travelling to and from school, in sporting teams, in friendship or family groups or in the workplace.

Staff and students will be able to identify what Bullying is by using the flow chart, Appendix 1, using the criteria **DUMP – Deliberate, Unprovoked, Malicious and Power Imbalance**. If an incident meets at least 3 of these criteria it will be investigated as a possible bullying incident.

Staff and students will also identify what Bullying is by understanding the following;

Although there is no legal definition of bullying, we follow the Anti-Bullying alliance definition of bullying as the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal or psychological. It can happen face to face or online.

Bullying may be, but not limited to:

- **Physical:** hitting, kicking, pushing people around, spitting, or taking, damaging or hiding possessions
- **Verbal:** name-calling, taunting, teasing, insulting, making threats or demanding money
- **Exclusionary behaviour:** intimidating, isolating or excluding a person from a group
- **General unkindness:** spreading rumours or writing unkind notes, mobile phone texts or emails;
- **Low level disruptive behaviour:** wearing "banter" and "horseplay" over a pro-longed period of time;
- **Cyberbullying:** bullying that takes place using technology; this may include bullying through the use of mobile electronic devices, social media or gaming sites
- **Racist and Religious Bullying:** 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;
- **Sexist and Transphobic Bullying:** includes any behaviour, whether physical or non-physical, where sexuality is used as a weapon by boys or girls;
- **Homophobic Bullying:** targets someone because of their sexual orientation (or perceived sexual orientation);
- **Disablist Bullying:** targets a young person based on their disability, special needs, or health needs. This can include manipulative bullying where a perpetrator forces the victim to act in a certain way or exploiting a certain aspect of the victim's disability.
- **Sexual bullying:** sexual insults, sexual language/gestures, name calling, unwanted physical contact, sexual violence or harassment.

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Bullying is always unacceptable and will not be dismissed as being normal or as "banter" or simply "part of growing up". Bullying will not be tolerated at The Dorcan Academy because:

- it is harmful to the person who is bullied, to those who engage in bullying behaviour, and those who support them, and can in some cases lead to lasting psychological damage and even suicide;
- it interferes with a student's right to enjoy their learning and leisure time free from intimidation

2.2 Identifying and reporting concerns about bullying

All concerns about bullying will be taken seriously and investigated thoroughly.

Students who are being bullied may not report it; however, there may be changes in their behaviour, such as becoming shy and nervous, feigning illness, taking unusual absence or clinging to adults. There may be changes in work patterns, lacking concentration or truanting from the school. All staff will be alert to the signs of bullying and act promptly and firmly against it in accordance with this policy.

Students who are bullying others also need support to help them to understand and change their behaviour.

All students will be encouraged to report bullying by:

- Talking to a member of staff of their choice
- Writing a statement about the bullying concern and giving it to a member of staff
- Contacting local and national support agencies for advice/support
- Reporting to a member of their peer group such as anti-bullying ambassadors
- Talking to parents

Parents are encouraged to report concerns about bullying and to support the academy in tackling it. Trying to resolve bullying directly with students or their families can lead to problems escalating and staff should put measures in place to combat this.

Not all individuals recognise their behaviour is deliberate or intended to hurt. Some individuals may see their hurtful conduct as "teasing" or "a game" or "for the good of" the other person. These forms of bullying are equally unacceptable but may not be malicious and can often be corrected quickly with advice and without disciplinary sanctions.

If left unchallenged or dismissed low level disruption can have a wearing, and significant impact on targeted individuals exposed to such behaviour.

Bullying may also be regarded as threatening behaviour or harassment which can be either a

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criminal offence or a civil wrong. A person who makes a physical or sexual assault on another, or who steals or causes damage to the property of another, commits a criminal offence. Misuse of electronic communications could also be a criminal offence, for example it is an offence to send an electronic communication (such as a text message/direct message or email) to another person with the intent to cause distress or anxiety.

Bullying behaviour may be of such a nature that safeguarding concerns are raised. Such behaviour may include hazing behaviour, initiation rituals or any form of sexual harassment. See our Safeguarding and Child protection policy for our approach to child on child abuse. Concerns about a student's welfare because they are the perpetrator or victim of bullying behaviour must be reported in accordance with the safeguarding policy and procedures and appropriate action taken.

2.3 Responding to reports about bullying

Students: can report alleged bullying by;

- telling their Tutor or any member of staff
- telling their parent/carers

Parent/Carers: Parents or Carers who are concerned that their child is being bullied should inform their child's Tutor or a member of the Pastoral team without delay.

If a report of alleged bullying is made by students or parents/carers the Staff member whom the report is made to will take the steps laid out in the flow chart in Appendix 1 when dealing with concerns about bullying.

If the alleged bullying behaviour raises a safeguarding concern, the matter should be reported in line with our Safeguarding and Child protection policy and procedures before further investigation is carried out.

Students and staff who have been bullied will be supported by:

- Offering an opportunity to discuss the experience with a member of the Pastoral Team
- Providing reassurance that the bullying will be addressed
- An offer of continuous support through the tutor and Pastoral Team
- The use of specialist interventions and/or referrals to other agencies e.g. Educational Psychology, academy counsellor and Pastoral support officers, where appropriate

2.4 Managing the allegation:

Allegations of bullying will be managed by the alleged perpetrator's Head of House following the steps laid out in Appendix 2.

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The relevant Head of House will normally see the victim and (unless the case is very serious) any witnesses as soon as possible and form an initial view of the allegation. They will consider:

- the nature of the incident(s): physical? verbal? exclusionary? etc.
- is it a "one-off" incident involving an individual or a group? Is it part of a pattern of behaviour by an individual or a group?
- has physical injury been caused?
- who should be informed: Headteacher? Parents/Carers? the Designated Safeguarding Lead?
- children's social care? the police?
- can the alleged bully be questioned without disclosing the victim's identity?

What is the likely outcome if the allegation proves to be correct?

At this stage, the possible outcomes for an incident which is not too serious include:

- there has been a misunderstanding which can be explained sympathetically to the alleged victim with advice to the alleged bully;
- or the complaint is justified in whole or in part, and further action will be needed (see Appendix 2)

When a complaint of bullying behaviour is upheld, the range of responses may include one or more of the following:

- consideration as to whether the bullying incident should be addressed as a safeguarding concern and if so, the academy's safeguarding policy and procedures will be followed;
- advice and support for the victim and, where appropriate, establishing a course of action to help the victim, including support from external services where appropriate;
- advice and support to the bully in trying to change his / her behaviour. This may include clear instructions and a warning or final warning;
- consideration of the motivation behind the bullying behaviour and whether external services should be used to tackle any underlying issues of the bully which contributed to the bullying behaviour.
- a supervised meeting between the bully and the victim to discuss their differences and the ways in which they may be able to avoid future conflict (only with the victim's express agreement); we call this restorative justice and restorative conversation;
- a disciplinary sanction against the bully. (see Appendix 2) In a very serious case or a case of persistent bullying, a student may be permanently excluded in accordance with The Dorcan Academy's behaviour policy. Any disciplinary action will be applied fairly, consistently and reasonably, considering any special educational needs or disabilities and the needs of vulnerable students;
- action to break up a "gang/group";
- confiscation of mobile electronic devices,
- increased monitoring procedures or limiting access to the internet and email facilities if cyberbullying;

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- moving either the bully or victim to another Tutor group or classes after consultation with the student, his / her parents/carers and the relevant staff;
- involving children's social care or the police;
- notifying the parents/carers of one or both students about the case and the action which has been taken;
- such other action as may appear to the Headteacher to be appropriate.

Staff:

This policy focuses mainly on the bullying of students by students although it is recognised that a staff member could be a victim and on occasion may be perceived to be guilty of bullying. The Dorcan Academy has a zero tolerance of the bullying of staff, whether by students, parents/carers or other colleagues. Staff members who are concerned about being bullied or harassed should refer the matter to their line manager, a senior member of staff or the Headteacher. Students and parents/carers who feel that a member of staff is bullying should report this in accordance with the procedures set out above.

Parental support

Most concerns about bullying will be resolved through discussion between home and the academy. However, where a parent feels their concerns have not been resolved, they are encouraged to use the Complaints Procedure.

Where a student is involved in bullying outside of the academy e.g. in the street or through the use of the internet at home, parents will be asked to work with the academy in addressing their child's behaviour, for example: restricting/monitoring their use of the internet or mobile phone. A referral of the family to external support agencies will be made where appropriate.

2.5 Preventative Measures

The academy will:

- Raise awareness of the nature of bullying through inclusion in Skills for Life lessons. Tutor time, assemblies, subject areas and informal discussion, as appropriate, in attempt to eradicate such behaviour.
- Participate in national and local initiatives such as Anti-Bullying week.
- Seek to develop links with the wider community that will support inclusive anti-bullying education.
- Consider the use of specific strategies, for example: peer mentoring on a regular basis and implement them as appropriate, subject to available resources.

2.6 Promotion of this policy

The policy and methods for reporting bullying concerns will be promoted throughout the academy; for example, information packs for new students and staff and through regular

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awareness raising activities with students and their families.

2.7 Monitoring, evaluation and review

The Assistant Headteacher (Safeguarding and Attendance) will lead on the implementation of the policy and act as the link person with the Local Authority. They will regularly monitor any bullying incidents and monitor the results of all incidents, the actions taken and the associated outcomes.

HELP ORGANISATIONS:

ACE Education Advice and Training	0300 011 5142
Child Law advice	0300 330 5485
Family Lives	0808 800 2222
Youth Access	020 8772 9900
Bullying UK	www.bullying.co.uk
LGBT foundation	0345 330 3030
Childnet international	www.childnet.com

Appendix I

Anti-Bullying Process for Staff

A student reports a potential negative incident to you.

Step 1

- Assess if this is something that needs to be dealt with **immediately** e.g. potential fight, physical assault or serious, targeted abuse of a minority group (e.g. Use of the N word).
- **If this is the case** please ask the student to go to see their House Manager; (if they are not available they will have to speak to another House Manager). They will take immediate action to prevent escalation and an investigation into the incident will be carried out by the relevant member of SLT/House team.
- If it **does not** need to be dealt with immediately please move to Step 2.

Step 2

- Use the questions below to structure your conversation and take notes about what is said.
- If it is not an appropriate time for the conversation, invite the student back at an appropriate time, preferably on the same day. Do not send them to their House Manager.

What has happened?

1. **WHO** was involved? (Perpetrators and Victims)
2. **WHAT** happened? **WHAT** impact has this had on you? (As much detail as possible)
3. **WHERE** did this happen?
4. **WHAT** would you like to happen next?

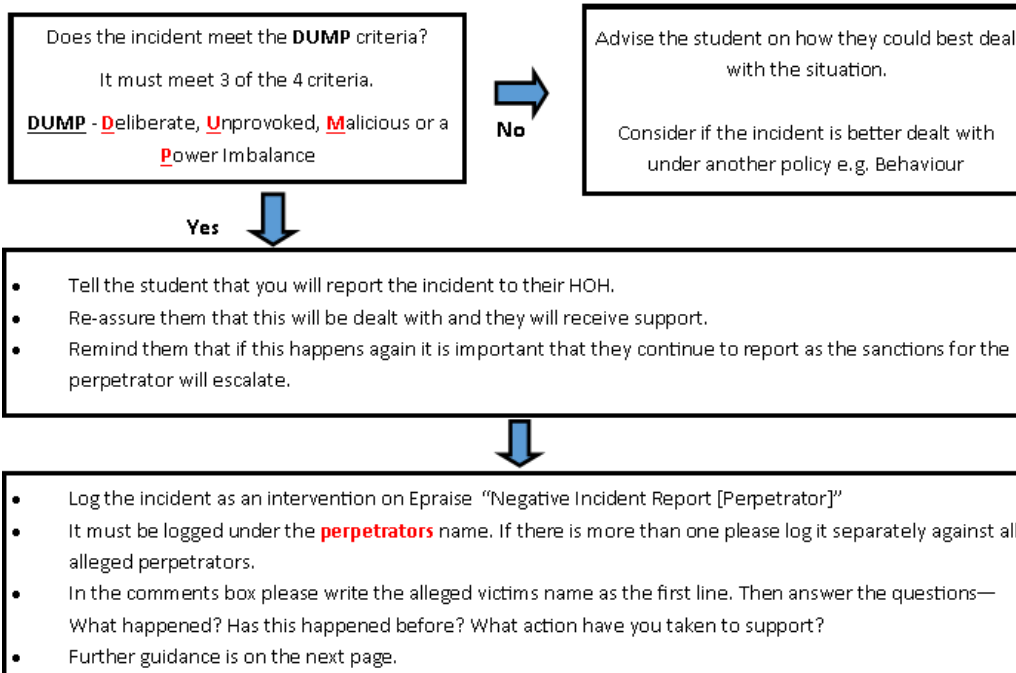
Has this happened before?

1. **HOW** many times?
2. **HAS** it been reported before?

Step 3

- What can you do in this moment to support the student?
- *Examples* - Move seats, give advice, follow behaviour policy, email class teacher, email tutor etc. More details are on the following page.

WHEN YOU HAVE COMPLETED THE ABOVE FOLLOW THE FLOWCHART BELOW



E-praise guidance for recording a negative incident

- 1) Log on to Epraise
- 2) Search for the alleged **perpetrator**
- 3) Click on the cog symbol in the top right corner of the screen and select "Add intervention"
- 4) For "type" - select "Negative Incident Report [Perpetrator]"
- 5) Click "continue without demerit"
- 6) Select the subject/location of the incident
- 7) **DO NOT** tick complete
- 8) In the comments box **YOU MUST** write the victim's name and tutor group in the first line. Now answer the questions—1) What happened? 2) Has this happened before? 3) What action have you taken to support? (see screenshot below)
- 9) Click add

Comments

Alleged Victim - Joe Bloggs 9EYA

1) What happened? - In History George was laughing at me and calling me an obese whale.

2) Has this happened before? - No this is the first time.

3) Action taken - emailed History teacher to monitor.

Cancel Add

What can teachers do to support the student "in the moment"?

Each negative incident will be managed by the House team, however it is important that we are proactive when dealing with student issues. There are simple steps that you can take to support the student prior to a more detailed investigation being carried out by the House team.

If this incident happened in your lesson you could monitor closely, move the student's seats, speak to alleged victim about what would make them feel more comfortable in your lesson, remind the whole class or individuals of the Dorcan values.

If this happened in another teacher's lesson you could email them to let them know so they can take some of the actions above.

Are the students in the same tutor group? If so, email the tutor so they are aware and can keep an eye on the situation.

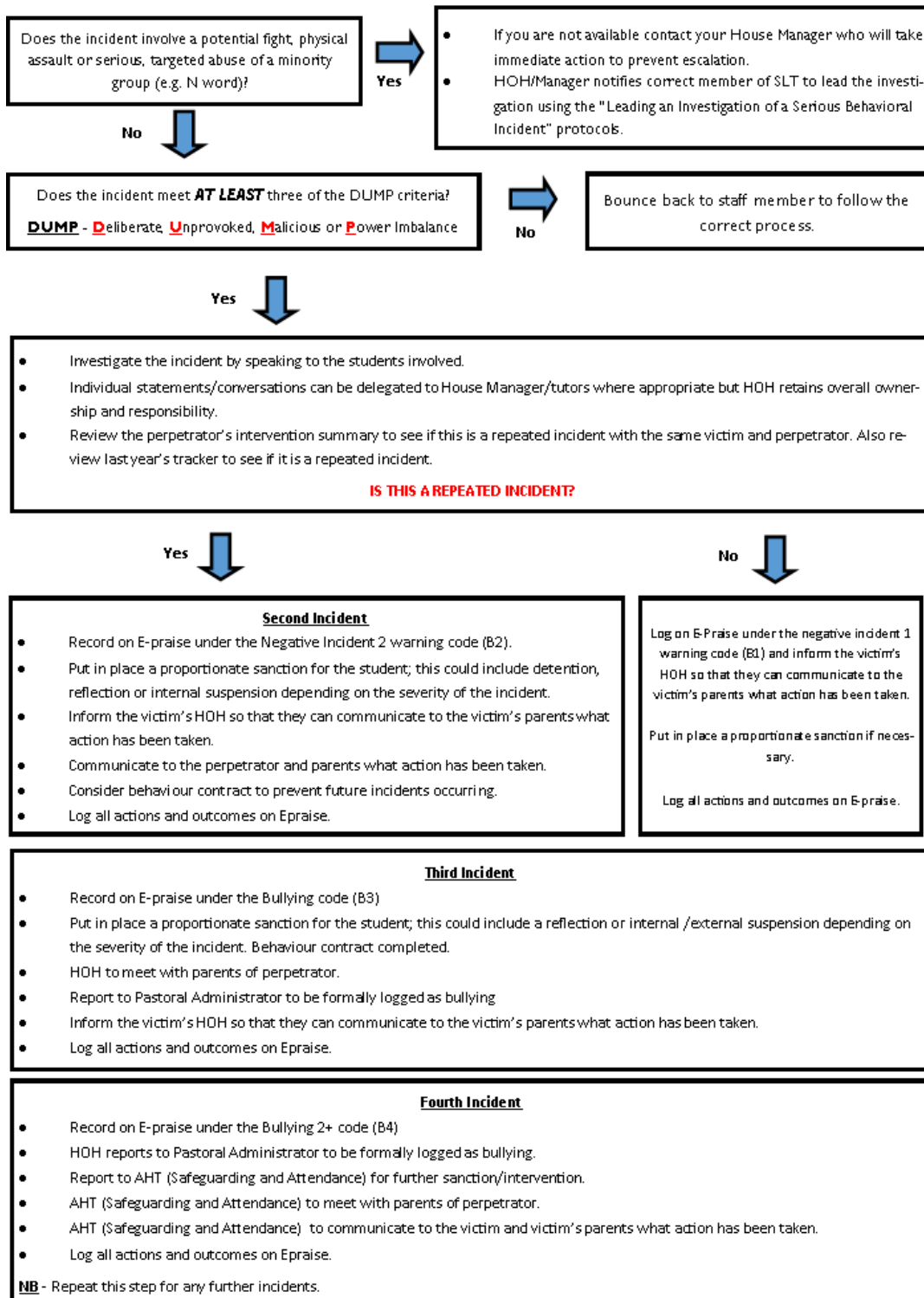
If it happened at a social time/before or after school you could support them to make a plan of what to do if it happens again or how they can avoid certain situations until it has been dealt with.

Has it happened online? Can they block them or remove themselves from groups or chats? Can they change their privacy settings to prevent this from happening?

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Appendix 2

Anti-Bullying Process - HOH



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Reviewing and Actioning Negative Incidents on Epraise

- 1) Log on to Epraise
- 2) Click on "Me" and then "Intervention Supervision"
- 3) Select "Negative Incident Perpetrator" and review the alleged perpetrators from your house
- 4) Click on the name of the alleged perpetrator and then on "interventions"
- 5) Review the previous logs so see if this is a repeated incident.
- 6) Complete all necessary actions as per the flow chart on the previous page.
- 7) Click on the escalate icon to escalate the incident. Choose the correct option from the drop down box depending on how many times this has been repeated.
- 8) In the comments box **YOU MUST** write the victim's name and tutor group in the first line and then record the actions that have been taken. See screenshot below.
- 9) Email the victim's HOH so they can communicate with parents the actions that have been taken.
- 10) Edit the initial report to mark it as complete.

The screenshot shows a form for recording an incident. It includes dropdown menus for 'Teacher' (Child, Mr T), 'Subject' (Tutor), and 'Date' (Monday 8th July). There are two buttons: 'Show more dates' and 'Additional sessions'. A 'Completed' checkbox is checked. The 'Comments' field contains the following text: 'Victim - Bella Votta 10KB1' followed by a paragraph: 'This is the second incident so a warning has been added onto Epraise and behaviour contract completed. I have spoken to Belles parents and emails EBU to speak with Bella's parents.'

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Appendix 3

The Trustee Board's legal responsibility for safeguarding the welfare of children goes beyond basic child protection procedures. The duty is now to ensure that safeguarding permeates all activity and functions. This policy therefore complements and supports a range of other policies

- Complaints
- Safeguarding Children and Young people
- Behaviour
- Anti-Bullying
- Lettings and Use of Premises
- Special Educational Needs
- School trips
- Curriculum
- Children in Care
- Health and Safety
- Sex and Relationships Education
- Security
- Equality Diversity and Community Cohesion
- Students with Medical Needs
- Internet Access and Use
- Use of ICT and Website
- Young Carers
- Privacy, Confidentiality, Information Sharing and Data
- Whistle blowing

The above list is not exhaustive but when undertaking development or planning of any kind the school will consider safeguarding matters.

• Policy Revision Notes

Rev A	original
Rev B	Reflect change to school procedures
Rev C	Reflect change to school procedures
Rev D	Amended as part of review process
Rev E	Amended as part of review process – Head of Year to Head of House and further additions. Approved at Full Governing Body meeting 28/02/2018
Rev F	Amended as part of review process and in line with change to procedures – Approved by the Full Governing Body on 8/07/2020
Rev G	Rewrite to reflect change in procedures – Agreed and Approved FTB 04/07/2022
Rev H	Rewrite and changes in procedures – FTB 02/12/2024