



TOLWORTH GIRLS' SCHOOL & SIXTH FORM

ANTI-BULLYING POLICY

Reviewed: February 2017
Next Review: January 2018
Approved: April 2018
Next Review: April 2019
Reviewed and approved: November 2019
Next Review: November 2020

Headteachers have a legal duty under the School standards 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 Act 2006 the duties are extended to include preventing/responding to bullying that happens outside the Academy, where it is reasonable to do so. Schools also have a duty to 'safeguard' and promote the welfare of students (Education act 2002) and to ensure that children and young people are safe 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) (Coalition Government documents and law-equality Act 2010, Education Act 20111)

1 Introduction

- Our Academy Community Code states:
Everyone has the right as a student at Tolworth Girls' School & Sixth Form to enjoy learning and leisure, free from intimidation, both in the academy and in the surrounding community.

2 Our Definition of Bullying

- Exposing another person to either verbal or physical harm, or sending threatening or bullying texts, emails or comments on Social Network sites using the academy email address or computers (please see TGS ICT Acceptable Use policy) or threatening to harm another person with the purpose of controlling the other person's thoughts and/or actions.

3 Bullying Behaviour

- Bullying behaviour may include any of the following:
 - acting with intention and malice towards another
 - sending threatening, malicious, unkind, or abusive texts, emails etc.

- threatening or actual physical violence
- abusive or offensive name calling, including comments about a person's race, religion, ethnicity or sexual orientation
- talking about, or spreading unkind rumours about a person
- spreading rumours or making malicious remarks on website chat rooms or on mobile phones
- persistent harassment e.g. following a person, 'accidentally' knocking into a person on more than one occasion, whispering/mouthing in front of, or behind, the person's back, mocking behaviour
- deliberately excluding a person from a group activity

4 How we will deal with bullying

- We intend to do the following:
 - to communicate a clear moral position against bullying and harassment
 - to implement bullying prevention principles with students, parents and Support staff
 - to establish, consistent and enforceable rules pertaining to bullying
 - to annually communicate these policies to students, parents and educational staff
 - to integrate the bullying prevention principles in class room instruction where possible
 - to recruit Helpliners to communicate rules and principles to incoming students
 - to maintain an anti-bullying email service on the Academy intranet and website to let us know about bullying to communicate that we are a 'Telling Academy'
 - to train peer helpers to use anti-bullying intervention skills in real life situations
 - to provide skills for students to deal with bullying

5 How do we identify bullies and victims of bullies?

5.1 Bullies:

- are often attention seekers
- will establish their power base by testing the response of the less powerful members of the group, watching how they react when small things happen
- find out how the teacher reacts to minor transgressions of the rules and wait to see if the 'victim' will complain. It is important that teachers are vigilant and consistent
- bully because they believe they are popular and have the support of the others
- keep bullying because they incorrectly think the behaviour is exciting and makes them popular
- if there are no consequences to the bad behaviour; if the victim does not complain and if the peer group silently or even actively colludes, the bully will continue with the behaviour

5.2 Victims:

- often have poor social skills
- lack the confidence to seek help
- don't have the support of the teacher or classmates who find them unappealing
- blame themselves and believe it is their own fault
- are desperate to 'fit in'

- view is very often reinforced by the attitude of adults in their lives
- it is highly unlikely that they will seek help

6 The Curriculum

- Using the curriculum to promote the Anti-Bullying Message. The most effective way of preventing bullying through the curriculum is to create effective learning environments in which:
 - the contribution of all students is valued
 - all students can feel secure and are able to contribute appropriately
 - stereotypical views are challenged, and students learn to appreciate and view positively differences in others whether arising from race, culture, gender, sexuality, ability or disability
 - students learn to take responsibility for their actions and behaviours both in academy and in the wider community
 - all forms of bullying and harassment are challenged
 - students are supported to develop their social and emotional skills
- The curriculum includes all the planned learning activities, explicit and implicit, which our academy promotes.
- All staff are involved in considering:
 - the academy-curriculum policy and the responsibilities of all curriculum team leaders in taking account of anti-bullying work and tackling prejudice that may give rise to bullying in their curriculum area
 - how assemblies, class time and tutorial time are, and can be, used as teaching opportunities for anti-bullying principles and practice
 - how all subjects can raise the profile of bullying in their lessons
 - how transition is planned and delivered:
 - at planned times (e.g. for years 6 and 7 students)
 - for individuals arriving at other times in the academy year
 - For individuals needing specific support
- Personal, Social and Health Education (PSHE):
 - Through tutorial, PSHE provides students with a clear opportunity to work on bullying. Within the National Curriculum for PSHE students will be taught:
- Key Stage 3:
 - The effects of all types of stereotyping, prejudice, bullying, racism and discrimination and how to challenge them assertively
- Key Stage 4:
 - To challenge offending behaviour, bullying, racism and discrimination assertively; to take the initiative in giving and receiving support.

7 Identification of Bullying

- Reporting incidents of bullying:
 - Parents/carers will be encouraged to let the academy know if their daughter/son is unhappy to come to academy because they feel that she/he is being treated badly by others. They should contact the tutor or Head of Year in

the first instance. This initial contact will be dealt with sensitively and in confidence.

- A student who is being bullied is asked to tell the academy immediately either by using the anti-bullying button on the intranet and website, telling a friend, a Help Liner, or a member of staff whom they trust.
- All staff will look for changes in the attitude or behaviour of individuals and to consider whether bullying may be taking place

8 Dealing with Bullying

- The academy will deal with allegations of bullying in the following way:
 - take a statement of the facts about the alleged bullying and write them up
 - ask for details from any witnesses to the bullying
 - carry out a full investigation of the alleged incident/s
 - interview all those involved on an individual basis and may take from them a written statement. Discuss with the person being bullied how we intend to proceed, ensuring they feel comfortable and secure with the way in which we are handling the allegation
 - inform Parents/Carers of everyone alleged to be involved
 - inform Teachers, asking them to be extra-vigilant in the classroom, and to record any incidents of unpleasantness in the class log for the Tutor to follow up on immediately
 - offer practical advice to a student experiencing bullying, to enable her/him to become more assertive and resilient in dealing directly with the bully or bullies
 - treat all those involved in group bullying of a fellow student as being equally responsible, unless they can demonstrate that they tried to resolve the situation by immediately calling an adult to intervene
 - award sanctions to those who stand by and watch an incident of bullying without fulfilling their responsibility to help

Students & Staff

- Staff who have been bullied will be supported by:
 - offering an immediate opportunity to discuss the experience with a member of staff of their choice
 - providing reassurance that the bullying will be addressed
 - offering continuous support
 - restoring self-esteem and confidence
 - the use of specialist interventions and/or referrals to other agencies e.g. educational psychology, where appropriate
 - help and advice on how to remove online material

Staff & Staff

- Every member of staff has a responsibility to treat colleagues with dignity and respect, irrespective of:
 - Age*
 - Appearance

- Disability*
- Gender Reassignment*
- Health, physical or mental
- Marriage or Civil Partnership*
- Political conviction or membership or non-membership of a Trade Union
- Pregnancy or Maternity*
- Race*
- Religion or belief*
- Sex*
- Sexual Orientation*
- The above list is not exhaustive.

- Procedure for dealing with incidents of bullying staff on staff.

- The incident or behaviour will be investigated by the Head or a Senior member of staff. (The school are committed to investigate any incident or behaviour which is deemed unacceptable by the recipient. It is the perception of the recipient as to whether any incident or behaviour can be viewed as harassment or bullying.)
- Every effort will be made to resolve issues as quickly and informally as practicable.
- The investigation will follow the guidelines as set out in the Disciplinary policy.

(Complaints will be assumed to have been made in good faith. Any vexatious or malicious complaints without genuine basis will be treated as a serious issue and may be referred for consideration under the Disciplinary Procedure. Whilst such cases may be considered to be gross misconduct, staff should be reassured that disciplinary action would not apply simply because a complaint is not upheld. There would need to be strong evidence that a complaint was vexatious or malicious)

- Procedure for dealing with incidents of bullying:

- the person(s) guilty of carrying out the bullying will be expected to take responsibility for their unpleasant behaviour
 - this will be demonstrated through an apology made in person, followed by a written apology
 - a suitable punishment will be awarded, dependent on the frequency, type and seriousness of the bullying behaviour
 - the bully will be expected to demonstrate genuine remorse and regret, with an assurance that it will not happen again
 - Parents/Carers of those involved will be informed of the outcome
 - details will be recorded in the file of the person guilty of bullying and will be disregarded after one year provided there is no further allegation of bullying
 - any student who continues to bully or behave with deliberate unpleasantness will be internally or externally excluded
 - a student who persists in bullying after being punished will not be considered for entry to the Sixth Form
 - the academy reserves the right to refer to the bullying behaviour in any future reference for placement in a different academy, college or employment
- The Headteacher and the Head of Year will consider all the evidence and make a judgement. In the event of an objection to the way in which the investigation has been carried out. Parents may make representation to the Governing Body. It will

be for the Governors to decide if the academy has considered all the evidence and acted appropriately. Their decision will be final.

- If a student reports bullying by a member of staff, this will be dealt and investigated thoroughly and appropriate actions to deal with this will be used.

Scope of this policy and links to other policies

This policy includes:

- Bullying of students by students within the Academy
- Bullying of and/or by students outside of the Academy, where the Academy is aware of it
- Bullying of staff by students within or outside the Academy