



Judgemeanow
Community College

ANTI-BULLYING POLICY

Last reviewed date:

August 2018

Next review date:

August 2019

Responsibility of:

Team Leader

Date	Detail	Approved by
2018-20	Version 1	Principal

Written with reference to:

- DFE 2014 document 'Preventing and Tackling Bullying'.
- Bullying at School DFE <https://www.gov.uk/bullying-at-school/reporting-bullying>
- Leicester City Local Authority
- Judgemeadow - Staff code of conduct policy,
- Judgemeadow - Student Behaviour Policy,
- Judgemeadow - Child Safeguarding Policy.

Our Rationale and Ethos:

Judgemeadow Community College is opposed to bullying and will not tolerate it. It is entirely contrary to the values and principles we work and live by. All members of the school community have a right to work in a secure and caring environment. They also have a responsibility to contribute, in whatever way they can, to the protection and maintenance of such an environment. We have high expectations for the achievement and progress of all students at Judgemeadow Community College. We provide a caring, rigorous, supportive learning environment, according equal value to each individual regardless of ability or background. We aim to create and take advantage of all opportunities which develop students intellectually, physically, emotionally and socially. This includes providing a safe inclusive academic education free from bullying which enables all students to develop their abilities and fulfil their potential.

We are aware that bullying in its many forms can destroy an individual's sense of self-worth and may have long lasting repercussions. With this in mind, the aim of our Anti-bullying policy is to provide clear guidance to students and staff that bullying behaviours in any form will not be tolerated. This policy therefore seeks to:

- Clarify for students, staff and parents what bullying is and that it is **ALWAYS** unacceptable.
- Clarify what Judgemeadow Community College does to prevent **bullying** (proactive strategies)
- Clarify what Judgemeadow Community College does to deal with **bullying** incidents (reactive strategies)

Definition of Bullying

"Bullying is behaviour by an individual or group, repeated over time, which intentionally hurts another individual either physically or emotionally." (Preventing and Tackling Bullying: DfE: October 2014). Bullying involves a perceived imbalance of power between the perpetrator and victim.

Bullying is different to other unacceptable behaviours. It is not an occasional argument or falling out with peers. It is not a one off incident or disagreement; it is an inappropriate behaviour that happens

Several Times on Purpose (STOP)

Adults can Bully too

Bullying behaviours are not restricted to students and therefore all students and staff should be aware of the possibility of bullying by an adult within the school or the wider community. At

Judgemeadow we will ensure that staff receive appropriate training in understanding adult bullying behaviours in the workplace.

Should anyone suspect that that bullying by adults is taking place, they should report it immediately to the Principal. If the Principal is suspected of bullying the matter should be reported to the Chair of the Governing Body.

The Aim of the Policy:

- a) To encourage students to develop positive attitudes, tolerance towards self and others
- b) To create a secure and safe environment for students
- c) To prevent **bullying** and deal with **bullying** as it occurs

There are many different types of bullying including:

Relational/Emotional Bullying	Repeatedly being unfriendly, social exclusion, spreading rumours, tormenting (e.g. taking belongings, threatening gestures, leaving people out)
Physical	Repeatedly pushing, kicking, hitting, punching or any use of violence including damage to belongings and extortion
Disability/SEN	Repeated unwanted comments, judgements about a person's physical/mental ability
Sexual	Repeated unwanted physical contact or sexually abusive comments
Homophobic	Repeated unwanted physical contact and or abusive comments relating to an individual's sexual preference
Transphobic	Repeated unwanted physical contact and or abusive comments relating to an individual's preferred gender identity
Verbal	Repeated threats, insults, name-calling, sarcasm, rumours, nasty teasing
Cyber	All areas of internet, such as repeated email & internet chat room misuse. Repeated mobile threats by text messaging & calls. Misuse of technology, i.e. camera & video facilities.

The perpetrators may use different pretexts for bullying, comments or actions linked to:

- The religious background or faith of the person bullied
- A disability, perceived physical difficulty or Special Educational Need.
- The race of the victim: e.g. racist name calling, taunts, graffiti or gestures
- The sexuality of the victim: e.g. homophobic bullying

Raising Awareness of Bullying at Judgemeanow:

We are committed to raising awareness of our Anti-bullying strategies amongst all staff, students and stakeholders. We do this through, a rolling programme of CPD for all staff, ensuring that all staff are aware of how to report bullying, sharing our school policy with all stakeholders, supporting parents with strategies to spot and support their child involved in bullying of any kind, Peer support from our Anti-bullying ambassadors, a programme of school events including: assemblies, Personnel Development Curriculum (PDC) during weekly tutorial time, fundraising and raising awareness during Anti-bullying week.

We expect all staff will:

- Understand the different types of bullying and the law surrounding bullying
- Provide all students with clear guidance on what is seen as acceptable behaviour including classroom/corridor behaviour in line with our whole school Anti-bullying and Behaviour policy.
- Be respectful and caring toward students and colleagues, (we recognise that bullying can also occur between adults) to set a good tone and help create a positive atmosphere.
- At all times provide our students with good role models in terms of behaviour and attitude.
- Ensure that when an alleged bullying incident is witnessed they fill in the reporting a bullying incident form (Blue Form) and pass to the Head of Year or Vice Principal.
- Raise and maintain awareness of bullying through tutorial work, assemblies, student council, Anti-Bullying Ambassadors, PSHE and citizenship, RE and other curriculum areas.
- Through the Principal, keep the Governing Body well informed regarding all bullying incidents reported along with feedback regarding the effectiveness in our anti-bullying work across the college.

The Leadership team will:

- Continue to invest in a pastoral structure which helps support the well-being of students e.g. staffed lunchtime clubs, after school clubs, 'safe havens' etc.
- Understand the different types of bullying and the law surrounding bullying.
- Continue to provide materials for the Personal Development Curriculum (PDC) lessons to support a 'spiral' bullying curriculum (Year 7 general bullying, Year 8 cyber bullying, Year 9 racist bullying, Year 10 mental health bullying, and Year 11 homophobic bullying).
- Understand the different types of bullying and the Laws surrounding bullying.
- Continue to survey students' feelings of 'safety'.
- Continually remind students of Judgemeanow's intolerance of bullying, whether it be inside the college or off the premises.
- Continue to invest in a rewards structure which rewards correct behaviour/showing 'Being Kind.
- Provide key staff who lead our Anti-bullying work and who have overall responsibility for the two key stages and who will manage any concerns - Team Leader.
- Offer regular relevant staff training e.g. E-safety awareness, Anti-bullying including homophobic bullying etc.
- Provide a key staff member who is responsible for the monitoring of the policy - Team Leader.

1. Students:

We expect that students will:

Support the Principal and staff in the implementation of the policy. This might involve contributing to discussion in class and PDC lessons, reviewing the policy, being knowledgeable and aware of

all the different types of bullying including the acronym STOP (several times on purpose, start telling other people).

- Understand the different types of bullying and the law surrounding bullying
- Report all forms of bullying witnessed or experienced. Ensure that they understand how to report incidents of bullying and are aware of staff/students names so they can report the incident to an appropriate adult. (See appendix 3 – 'Who to go to' posters).
- Be involved in the monitoring and review of the policy through the work of the student council and Anti-bullying ambassadors.
- Know how to act positively in situations where they are a Bystander witnessing bullying in or outside the college.
- Feel confident that everything is being done to make the college a safe and secure environment for them to achieve and learn.
- Feel supported in reporting incidents of bullying.
- Contact a trusted member of staff as soon as possible after a bullying incident takes place and clearly describe what has happened.
- Not be a negative Bystander - always 'Start Telling Other People' STOP.
- Be reassured that actions regarding bullying will take place.

2. Parents/Carers:

We will ask parent/carers to support the Anti-bullying work that is being done to make sure their child enjoys their learning and is safe at college. We expect that they will

- Support us in helping us meet our aims.
- Understand the different types of bullying and the law surrounding bullying.
- Feel confident that everything is being done to make sure their child is happy and safe within the college.
- Know who can be contacted if they have any concerns about bullying. This will be updated on the school website, along with advice for parents.
- Report suspected incidents of bullying should they occur.

3. The Governing Body:

We expect that the Governing Body will:

- Support the Principal and the staff in the implementation of this policy.
- Understand the different types of bullying and the law surrounding bullying.
- Be fully informed on all matters concerning Anti-bullying.
- Regularly monitor the range of bullying incidents across the college.
- Monitor actions taken to reduce bullying and assess the effectiveness of this policy.

Putting policy into practice:

This part of the policy details obligations, legal responsibility and actions that all adults and students at the College will take in the event of witnessing or experiencing any form of bullying behaviour whether inside the college or outside the college.

Judgemeadow positively promotes Anti-Bullying behaviour through:

- Posters
- Assemblies
- The PDC curriculum

- Subject-based materials
- Clear information for students, staff and parent/carers
- Pastoral structure (Form tutors, Pastoral Support Team, Heads of Year, Senior Leadership Team and Designated Safeguarding Leads)
- Anti-Bullying Community award
- Anti-Bullying Ambassadors offering peer support
- Anti-Bullying Week - events throughout the week including assemblies, competitions, information sharing, fund raising
- College counsellor
- School Nurse, and School Nurse Service app

We want all our Staff to:

OBSERVE

Watch for early signs of distress and or changes in student behaviour including:

- deterioration of work
- being isolated and withdrawn
- erratic attendance
- feigning illness

Whilst this behaviour may be symptomatic of other problems, it may be the early signs of bullying.

LISTEN

- Listen carefully and record all bullying and alleged bullying incidents
- Provide a quiet area where the student can talk with someone he/she trusts
- Remember that in the early stages of investigation it may become apparent that there is a safe guarding concern where you will pass on and act on any received information. Therefore staff should not agree to keep a confidence
- Make every student feel valued and supported.

ACT

- If you witness an alleged incident do something positive by intervening in the incident, (watching and doing nothing can suggest we support bullying behaviours)
- Report the incident as soon as possible by filling in the Gold report form and passing it on to the Team Leader
- The Team Leader will then decide who is going to investigate the alleged bullying incident and log it on the system
- Ensure you make plain your disapproval of the behaviour witnessed, not the person

The role of the Bystander:

Bullying can also take place through third person involvement i.e. another person being encouraged to take part in any of the behaviours above. Bystanders often play a role in legitimising bullying behaviours. We will work actively with our anti-bullying Ambassadors to encourage bystanders to play an active role in exposing all bullying behaviours.

Bullying situations usually involve more than the perpetrator (bully) and the victim. They also include Bystanders - those who watch bullying happen or hear about it. At Judgemeanow we understand that if we are to be effective in reducing bullying we must focus on understanding the role of the bystander. Depending on how bystanders respond, they can either contribute to the problem or the solution. Bystanders rarely play a completely neutral role, although they may think they do.

Some bystanders . . . instigate the bullying by prodding the bully, laughing, cheering, or making comments that further stimulate the perpetrator.

And other bystanders . . . join in the bullying once it has begun.

Most bystanders . . . passively accept bullying by watching and doing nothing. Often without realising it, these bystanders also contribute to the problem.

Supporting students in responding positively to incidents:

Judgemeadow will seek to ensure that bystanders play a positive role in preventing, minimising or stopping bullying incidents. Through the Personnel Development Curriculum (PDC), Anti-bullying Ambassadors, Assemblies, posters and the work of the School Council we will encourage and provide bystanders with the skills knowledge and understanding that:

- If the situation is unsafe understand students must always report bullying incidents to adults at the college either their form tutor, Head of Year, Team Leader, Vice Principal Holistic Development
- Only if it is safe can students directly intervene in bullying incidents. They can do this by discouraging the perpetrator, defending the victim, or redirecting the situation away from bullying.
- They can get support from other students by rallying support from peers to stand up against bullying or by reporting the bullying to adults.

Reporting and investigating a bullying Incident:

How we report bullying

Students, staff or parents/carers can report bullying to any member of staff in a number of ways:

- In person, by phone to our office staff, by letter or by email.
- Informing the Principal, Vice/Assistant Principal, Head of Year, Team Leader, Form Tutor, SENCO, School first aiders
- Through our Anti-bullying Boxes (in school) collected every two days
- We also have an email address STOP1@judgemeadow.org.uk

(If incidents are deemed to be Racist they will also be recorded on the racist incident form. These are available on the 'O' drive or see the Vice Principal Holistic Development)

On the Gold Reporting form ensure that you include the following information:

- a) What Happened, what was seen?
 - b) Name of victim(s), perpetrator(s) and witnesses /Bystanders
 - c) Location and time of day
 - d) Ensure you allow time to talk to all student(s) - everyone needs to feel listened to.
- Even if staff are under pressure time wise they DO NOT tell the student to ignore it. It may have taken great courage to come and tell you.

Lunchtime supervisors will also record incidents of bullying, onto the gold 'Reporting a Bullying Incident' form, these forms are located in the office and or department areas.

Once complete the gold form should be passed to the Team Leader for further investigation.

How we investigate bullying incidents at Judgemeadow:

At Judgemeadow we seek to ensure that all bullying incidents are investigated thoroughly ensuring that the college complies with both DFE guidelines and government legislation. All staff at

Judgemeadow are committed to reporting and investigating bullying in a rigorous and robust way including bullying incidents that happen outside the school.

Once a bullying act has been reported to the Team Leader he/she will assign an investigating Head of Year or an Associate Head of Year to investigate the incident. The investigating officer will conduct an investigation and record all evidence of the incident on the orange 'Chronology' form. Once the investigation has been carried out, the investigating officer will complete the orange 'Investigating a bullying Incident' form'. The completed form and written statements are passed to the Team Leader for monitoring. The Team Leader ensures that the bullying incident is recorded.

Below describes the process the investigating officer will follow:

We aim to exceed our statutory requirement to address all bullying incidents both in and outside the college building. All bullying incidents will be investigated in the following way:

- Names of students involved in the incident are recorded identifying whether they are the perpetrator, victim, or Bystander – (peach form)
- A record for later monitoring is made of the perpetrator, Victims and Bystander/witness; tutor group, Gender, SEND, Pupil Premium, LA (Looked after child), Ethnicity and Religion, time of incident, date and location of incident.
- That students involved in the incident will provide a written statement on headed paper explaining exactly what happened from their point of view. All statements will be signed and dated by the student.
- Once statements have been collated the investigating officer will decide whether the evidence suggest this was in fact a bullying incident.
- Looking at all the available evidence the investigating officer will also make a decision about whether the Bullying incident is a safeguarding concern. If it is a safeguarding matter the bullying incident will be passed and reported to the Designated Safeguarding Lead (DSL). If the investigating officer is unsure whether the case is a safeguarding issue the investigating Officer will still report the incident along with all the paper work to a DSL.

Where the Investigating Officer concludes that this is a bullying incident:

- The Investigating Officer will phone or meet with all the parent/carers of students involved including the perpetrator(s), victim(s), and bystanders (only when appropriate).
- The Investigating Officer will decide sanctions given to the perpetrator(s). The sanction taken may be an amalgam of those listed below and if bullying is serious and or repeated, other sanctions may be used, up to and including permanent exclusion. When considering these it is important that staff have due regard to our duty of care to all our students
- The investigating officer must also record how the perpetrator and the victim will be supported by the school
- Two working weeks after the investigation the Investigating Officer will arrange to meet with the perpetrator, victim and when appropriate any bystanders/witnesses. A record of the meeting will be recorded on the purple 'Investigating a bullying Incident' form
- When the purple form is completed the Investigating Officer will pass the form and statements to the Team Leader for monitoring. The Team Leader will then ensure that the incident is then recorded.

Possible sanctions:

- Time out from the classroom.
- Report - green, orange, red depending on the severity of bullying
- Isolation from social time - missing break, lunch or high currency activity.
- Removal of a mobile phone until parents collect it.

- A formal letter home from the Head of Year, Vice Principal, expressing our concerns and informing parent/carers of the sanctions their child has received.
- Inform parent/carers - letter home / arrange meeting
- Detention after school.
- Fixed-term exclusion in school or out of school
- Serious incidents may involve contact with the police especially where UK laws have been breached.
- Permanent exclusion in cases where bullying is persistent and or extreme
- Verbal and written warnings

Support available for the perpetrator(s):

- Inform parent/carers, offering advice and guidance
- Counselling the bully, talking together with Head of Year, Tutor, Assistant Head of Year, College Counsellor
- Work with the Anti-bullying Ambassadors providing peer support.
- For issues with persistent bullying, specialist advice will be requested from the Social Emotional Mental Health Team and/or Educational Psychologists.
- Use of external agencies e.g. the school nurse, anger management / anti-bullying workshop
- Creating a pastoral support plan which may include anger management counselling.
- Support is offered to the perpetrator through the pastoral/ behaviour support team to help change the perpetrator's behavior.

The investigating Officer will arrange to meet with the perpetrator(s) two working weeks after the incident has occurred and arrange further meetings as and when necessary.

Action and support available to the Victim(s)

- Inform parent/carers – arrange meeting if necessary.
- Counselling the victim, talking together with Head of Year, Tutor, Assistant Head of Year, College Counsellor
- Use of external agencies e.g. the school nurse, external counsellor
- Work with the Anti-bullying Ambassadors
- Support is also offered to victims to restore confidence and self-esteem through the pastoral support system. Depending upon student need this could involve a victim working with an Anti-bullying Ambassador, allocated a trusted adult for mentoring, seeing the school counsellor or referral to an outside agency.

The Investigating Officer will arrange to meet with the victim(s) two working weeks after the incident has occurred and arrange further meetings as and when necessary.

Action and support available to the Bystander(s)/witness(s)

- In serious and or traumatic incidents, inform parent/carers – arrange meeting
- Counselling the witness(s), talking together with Head of Year, Tutor, Assistant Head of Year, College Counsellor
- Work with the Anti-bullying Ambassadors

The investigating officer will arrange to meet with the Bystander(s)/witness(es) two working weeks after the incident has occurred and arrange further meetings as and when necessary.

Monitoring and Evaluation:

All bullying incidents are monitored by the Team Leader. They will monitor and evaluate the impact of our anti-bullying strategies by ensuring that:

- The mechanisms 'Reporting a bullying Incident' and 'Investigating a bullying Incident' are completed accurately and correctly.
- The appropriate parent/carers have been informed.
- Students have received appropriate sanctions and support where needed.
- All bullying incidents are entered onto SIMs.
- Data provides regular updated reports including details of: the perpetrator, victims and bystander/witness; tutor group, Gender, SEND, Pupil Premium, LAC (Looked after child), Ethnicity and Religion, time of incident, date and location of incident, sanction, support, and contact with home.
- Whether the incident has been satisfactorily resolved.
- Student voice surveys, interviews with students, staff and parents take place to review the short and long term impact of our anti-bullying work across the college.
- Parents are always be informed if their child has been involved in a bullying incident.
- The Team Leader will present to the Governing Body and Senior Team regular updates regarding all aspects of our anti-bullying work. All monitoring and evaluation will inform our Anti-bullying Policy and improvement planning.
- The Vice Principal Holistic Development will review the college's Anti-Bullying Policy annually.
- The Policy will be approved by the Principal and then shared with the Governing Body.

Child Protection procedures will always be followed when concerns arise (see appendix 1)

GOLD

Reporting a bullying Incident - STOP

Name of Student(s) involved in alleged bullying incident	Form	Perpetrator/target	M/F	Pupil Premium	SEND Yes/No	Looked After	Ethnicity	Religion

Description of alleged bullying incident (including names of students) - describe where the incident took place and what was witnessed. Include as much detail as possible.

Member of staff reporting the incident: _____ Date: _____

Once completed, please pass this paperwork to Emma Culverwell for further investigation.

ORANGE

Bullying Chronology of Investigation and Outcomes

Please record all actions performed whilst investigating this incident and include any statements or other relevant paperwork.

Date/Time:	Action:	By Whom and Initials	Recorded: communication log/ statement/other

Investigating a bullying Incident - STOP

Name of Investigating Officer:	Date:
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Does the evidence suggest bullying took place?	YES NO
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Location of Incident: _____
Date of Incident: _____

Please indicate if this a Safeguarding concern?	YES	NO
UNSURE		
If so please report to DSL.		
If you are unsure please discuss the incident with a DSL.		

Please tick ✓ the box to indicate the type of Bullying.

Cyber	<input type="checkbox"/>	Sexist	<input type="checkbox"/>	Sexting	<input type="checkbox"/>	Verbal	<input type="checkbox"/>	Relational	<input type="checkbox"/>	Homophobic	<input type="checkbox"/>	Transphobic	<input type="checkbox"/>
Physical	<input type="checkbox"/>	Racist	<input type="checkbox"/>	Prejudicial	<input type="checkbox"/>	Disablist	<input type="checkbox"/>	Religious	<input type="checkbox"/>	Bi-phobic	<input type="checkbox"/>	Other	<input type="checkbox"/>

Parent/Carers/Tutor must be informed. Please tick ✓ the appropriate box indicating what you have done.

I have phoned all Parent/Carers informing them of the incident.	Date:	I have arranged a meeting with Parent/Carers.	Date:	I have informed the child's Form Tutor.	Date:
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Please indicate Sanctions given - note serious incidents will require a PSP meeting with parent/carer.

10-2pm school Date:	Verbal warning of exclusion Date:	Fixed Term Exclusion Date:	Withdrawn from lessons Date:	Isolated over the lunchtime Date:	Pastoral Support Meeting Date:
Formal written warning of exclusion Date:	On Report: Red, Orange, Green Date:	Referral Date:	Referral to Outside Agency Date:	Detention Date:	

How will the target and the perpetrator be supported by the school? Please tick ✓ support received.

Type of support given	Name of Student(s)	Counselling and guidance	Review Meeting With parent/carers	Referral to school counsellor	Support from Tutor/HOY/AM/ST	Referral to outside agency (state which)
Perpetrator(s)						
Target(s)						
Bystander(s)						

Once completed, please pass all paperwork Emma Culverwell.

PURPLE

Review Meeting to take place 2 weeks after the investigation

Name of Student(s) involved in alleged bullying incident	Form	Perpetrator/target	M/F	Pupil Premium	SEND Yes/No	Looked After	Ethnicity	Religion

<p>Review meeting with Targeted student(s) Please describe outcome of meeting. Questions to consider:</p> <p>Has the behaviour/actions stopped?</p> <p>Is the student(s) happy with how the school has dealt with the situation?</p> <p>Do they feel there is anything more we need to do?</p>	<p>Date:</p>
<p>Review meeting with Perpetrator(s) Please describe outcome of meeting.</p> <p>Has the issues been resolved?</p> <p>Do they understand how their actions made the target feel?</p> <p>Is there any support they would like us to offer them?</p>	<p>Date:</p>
<p>Is a further 2 week review required? Yes / No</p>	

Once the investigation is complete please pass a copy of this form and all paper work to Emma Culverwell

Please note all data will be recorded onto Sims.

All Staff at the college have a vital role to play in challenging all forms of Bullying across the college, we know that staff are at the forefront of managing our student's behaviour and are best placed to support students' emotional development and sense of wellbeing within and outside the college. We value that our staff have the close knowledge of the students in their care and are able to build positive relationships involving mutual support, trust and respect.