



WESTBOURNE
ACADEMY

Anti-Bullying Procedures

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These procedures are an integral part of our Behaviour Policy.

STATEMENT OF PRINCIPLE

Every student has the right to feel emotionally and physically safe at Westbourne Academy. We recognise the worth of each individual and demonstrate our shared values in the way that we work with and behave towards others.

As such, bullying of any kind is totally unacceptable in the academy.

Where bullying is allowed to go unchecked in academy:

- Students are unhappy, they may well feel unsafe.
- Students find it difficult to learn and achievement suffers.
- Students are provided with negative role models for adult life.

The academy expects a high standard of behaviour as detailed in the academy rules and promotes positive approaches to achieve this.

When dealing with students involved in bullying incidents the academy's aims are to:

- a) Support and counsel the victim.
- b) Correct the behaviour of those responsible.

The academy acknowledges the importance of clear, constructive communications between the various parties concerned with minimising and dealing with bullying in the academy.

ACADEMY AIMS

- To build and sustain an anti-bullying ethos in the academy
- To ensure that all staff, students, parents and carers have a clear understanding of what bullying behaviour is
- To ensure that all governors and staff know and understand the academy procedure for dealing with bullying and follow it when bullying is suspected or reported
- To ensure that all staff, students, parents and carers know the academy procedure for dealing with bullying and feel confident to activate the anti-bullying systems promoted at the academy and in the wider community
- To challenge attitudes about bullying behaviour
- To increase understanding for students who are bullied

DEFINITIONS

The academy defines bullying as 'conduct intended to cause physical or emotional distress to others'. The academy considers any such conduct unacceptable and supports strategies, which minimise the incidence of bullying and deal with it effectively when it does occur.

It can be a one-off incident, but more commonly is it is repeated over a period of time. It can be carried out by individuals, or by groups. It can be racist, homophobic, gender based, disability, social exclusion, psychological, verbal, name calling, text messaging, telephoning, internet cyber bullying, threatened violence, actual violence, intimidation, ridicule, demands for money or food

All bullying is designed to make the victim feel threatened, humiliated and unsafe.

Signs of bullying

- Physical: bruises, scratches, cuts, damaged clothing, damaged belongings
- Health: loss of appetite, stomach-aches, headaches, soiling/bedwetting
- Emotional: unwilling to go to academy, withdrawn, or secretive behaviour, unhappiness, unusual display of temper, refusal to speak about problems, high level of anxiety
- Change of routine: requests to be taken to academy, coming home for lunch, taking longer to get home, asking for money, change of route to academy, lost or missing personal items
- Academic: loss of concentration, missing pieces of work, damaged work

The academy sees a role for the following parties in preventing bullying and helping to raise awareness of it:

- Students - behaving with expected degree of decency and tolerance towards one another, offering appropriate support to victims of bullying.
- Senior Leadership Team - supporting the implementation of the academy's procedure and helping to raise awareness of it.
- Governors - supporting the academy in its implementation of tackling bullying.
- Student Managers and the pastoral team have particular importance in:
 - Recording information on incidents of bullying.
 - Dealing with cases of bullying in accordance with the academy procedure.
 - Contacting and working with the parents of victims and bullies.
 - Contacting and working with external agencies where appropriate.
- Tutors – encouraging adherence by students to the academy rules, offering support to victims of bullying and passing on information to the Student Managers or the pastoral team.
- Parents of victims - supporting their children and the academy in its efforts to deal with the problem.
- Parents of bullies – supporting the academy's efforts to correct such behaviour.
- Subject teachers – engendering a safe and supporting learning environment, vigilant in identifying changes in behaviour of students and reporting to pastoral team
- External agencies, e.g. Educational Welfare Officer – Responding to academy staff, students, parents in accordance with academy procedure.

STRATEGIES TO REDUCE BULLYING

Prevention is better than cure

- Raise awareness amongst students of academy's position against bullying, e.g. assemblies, displays, tutorials, raise profile during 'National Anti-Bullying Week' and student bullying surveys
- Foster an atmosphere in which students feel comfortable about seeking help and in which they know how to seek help.

- Vigilance by everyone at the academy and to take reports of bullying seriously
- Make students aware of strategies for coping with bullying.
- Minimise the occurrence of situations in the academy day, which make bullying likely to occur, e.g. internal supervised areas always available to students.
- Provide positive reinforcement of good behaviour both informally and formally, e.g. through the academy rewards system.

STRATEGIES TO DEAL WITH BULLYING

**Aims: To support and counsel the victim
To correct the behaviour of those responsible.**

**Via: A prompt, consistent and considered response to incidents
Collation of relevant information.**

Reporting Bullying

- Anyone who has been bullied or has witnessed bullying should feel confident in reporting it to any member of staff whom they trust enough to tell.
- Incidents will be recorded by Student Managers.

Responding to Bullying

Staff will discuss issues relating to the incident with those involved, in a way suitable to their age and level of understanding. We try to use the problem-solving approach. Each student will have an opportunity to talk and the focus will be on finding a solution to the problem and preventing any recurrence of the bullying. Students who have been bullied will be offered help or counselling.

One or more of the following actions will be taken with the student accused of bullying:

- A report will be made and filed in a student's file
- Form Tutors, Phase Teams and Student Managers will be informed.
- Use of existing disciplinary sanctions. (These will be applied only with a view to improving the behaviour of those responsible and to showing the academy's commitment to its procedures against bullying).
- Restorative Justice approaches used where appropriate.
- Contact with the parents of bullies in the vast majority of cases. This will normally be carried out by the pastoral team and should always be followed by feedback about progress made in dealing with the incident
- The use of appropriate counselling strategies including the 'no-blame' approach where suitable.
- Feedback to victims, bullies and other concerned parties, e.g. Tutors, about progress made in dealing with the incident.
- The use of peer counselling will be used in some cases.

Information for Students - If you are bullied:

- Remember that it is not your fault. Nobody deserves to be bullied.
- Try to stay in a friendly group.
- Try to be confident even if you do not feel it. Remember walking away is not cowardly.
- If you are worried you can go to one of the designated rooms that are staffed at lunchtime.
- Keep a diary recording what happened, when, and with whom.

Whom you should tell:

- Your form tutor
- Your phase team (Form Tutor, Assistant Head of Year or Head of Year)
- Relevant Student Manager
- Any member of staff you feel happy to talk to
- Your parent/carer or anyone at home
- Your friend
- In an emergency the nearest adult

MONITORING & EVALUATION

These procedures have been developed in line with the DfE guidance documentation and the Every Child Matters agenda.

Monitoring and evaluation of these procedures is an integral part of the academy's self-evaluation programme and processes.