Shrewsbury Academy

Anti-bullying, racism and Cyberbullying Policy

Member of SLT Responsible for Policy:

Assistant Head/DSL - Mrs H.Cornish

Safeguarding Manager – Mrs W.Tolhurst-Jones

Date of review: Sept 2018 (H.Cornish/W.Tolhurst-Jones)

Statutory review frequency: Annually

Date of next review: September 2019

ANTI-BULLYING POLICY

At Shrewsbury Academy any form of bullying will not be tolerated and will be taken very seriously.

The aim of the anti-bullying policy is to ensure that pupils in this school learn in a supportive, caring and safe environment without fear of being bullied.

Bullying is antisocial behaviour and affects everyone; it is unacceptable and will not be tolerated. Only when all issues of bullying are addressed will pupils be able to fully benefit from the opportunities available at this school.

Bullying is defined as:

- Behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally.
  Shropshire Children's Trust and Safeguarding Children Board Anti-Bullying Charter 2009

Bullying can be related to:
- Race, religion or culture
- Special educational needs or disabilities
- Appearance or health conditions
- Sexual orientation, sexist or sexual bullying/exploitation
- Young carers or looked after children or otherwise related to home circumstance
- Verbal (name calling, sexist, racist and homophobic remarks, and other discriminatory language)
- Indirect (cyber bullying, spreading rumours, excluding someone from social groups)

Bullying includes:
- Name-calling, taunting, mocking, making offensive comments, kicking, hitting, pushing or taking belongings
- Inappropriate text messaging and emailing, sending offensive or degrading images by phone or via the internet (cyber bullying)
- Producing offensive graffiti
- Gossiping, excluding people from groups, and spreading hurtful and untruthful and untruthful rumours

Although sometimes occurring between to individuals in isolation, bullying quite often takes place in the presence of others, for example, between pupils and staff, or between staff, by individuals or groups, face to face, indirectly or using a range of methods.
Pupils being bullied may demonstrate emotional and/or behaviour problems including signs of depression, physical problems such as headaches and stomach pains, taking unusual absences or clinging to adults. There may be evidence of changes in work patterns, lacking concentration or truanting from school.

Roles and responsibilities

The role of the Governing Body
Governors have the responsibility to ensure that the anti-bullying policy is in place, that it reflects the school's values and practice, and is reviewed annually.

The aims of the school's anti-bullying strategies and intervention systems are to:

- Prevent, de-escalate and/or stop any continuation of harmful systems in line with the Behaviour policy.
- React to bullying incidents in a reasonable, proportionate and consistent way
- Safeguard those pupils who have experienced bullying and those who have been involved in the act of bullying, and to trigger action to support these pupils.

The role of the Head Teacher and Staff

1. Policy and procedures
- There is a senior member of staff who leads on anti-bullying:

  Name: Mrs H Cornish Role: Assistant Headteacher

- All staff are made aware of this policy and its clear links to other key policies

- The following steps will be taken by staff when dealing with incidents:
  - If bullying is suspected or reported, the incident will be dealt with promptly by the member of staff who has been approached
  - Each incident will be investigated thoroughly, sensitively and effectively by the relevant Pastoral staff
  - A clear account of the incident, actions taken will be recorded on a behaviour incident sheet (pink), this will be stored in students' academic file and a record will be kept on the secure CPOM's system
  - Relevant staff will be kept informed and if the bullying persists they will record this and inform the Pastoral team, and appropriate further action will be taken
  - Parents/carers will be kept informed appropriately
  - Appropriate rewards and sanctions in line with the school's Behaviour Policy will be used to support the improvement of pupil's behaviour
  - The school will inform the Local Authority of any hate crime using the appropriate paperwork held by the school's Safeguarding Manager

2. Pupil support

- Pupils who have been bullied will be supported as appropriate by:
- Having an immediate opportunity to discuss the incident(s) with an appropriate member of staff
- Being reassured
- Being offered support
- Raising their self-esteem and confidence
- Being encouraged to report further issues
- Informing parent/carers of agreed actions and establishing clearly what behaviour needs to change, and how the school can support this change (linked to Behaviour Policy).

- Pupils who have bullied will be supported by:
  - Having an immediate opportunity to discuss the incident(s) with an appropriate member of staff.
  - Establishing what behaviour was inappropriate and why the pupil became involved.
  - Informing parents/carers of agreed actions, and establishing how they can support.

3. Curriculum

- Pupils will have opportunities to develop their understanding of the nature of bullying, to explore their own and others' attitudes to bullying and to develop the skills to deal with bullying through PSHE, other subject areas e.g. English history and through assemblies and other school activities.
- The policy will be promoted and implemented throughout the school: PSHE, school ethos and values, Emotional Health displays, CHAT School Nurse, family support worker, mapping where children say they feel safe/unsafe, pupil survey results/parent survey results.

4. Monitoring, evaluation and review

- Bullying is monitored continually throughout the use of Bullying concerns tracker/SIMs
- Bullying concerns will be reviewed from the tracker at Pastoral meetings to identify any patterns that could cause concern

5. Cyberbullying Policy (See E-Safety Policy)

Staff in schools may become the targets of cyberbullying, which can seriously impact on health, well-being and self-confidence. The advice in this leaflet is produced by the DCSF as part of the safeguarding practice and has been recommended for the benefit of all staff.

What is cyberbullying?

It is the use of Information and communications technology, including mobile phones and the internet, deliberately to upset someone else. There have been cases of school employees being cyberbullied by current or ex pupils, parents or other adults, involving e-mail, Virtual Learning Environments, chat rooms, websites, social networking sites etc.

At Shrewsbury Academy, Cyberbullying will be treated as seriously as any other form of bullying and will be dealt with accordingly.
Advice and Guidance from the Department for Education

- Always report any cyberbullying straight away to the named Designated Lead. A bully will leave a "digital footprint", which can potentially be used as evidence. Where appropriate serious cases of cyberbullying or concerns with inappropriate electronic images/message will be reported to the Police by the designated lead.
- Shrewsbury Academy has an Acceptable use of ICT policy that should be read in conjunction with this policy.
- School laptops/PCs should not be used for personal communication.
- Social networking sites are not accessible through school equipment, but when using sites at home, care is advocated e.g. staff should not accept pupils as "friends" on Facebook etc.
- Cyberbullying will be addressed in our school, in exactly the same way as any other form of bullying – it will not be tolerated. However, if further help is required the DofE suggests staff union, Teacher Support Network or advice can be taken from the school's HR advice team.
- Staff are strongly advised to take steps to ensure that their personal data is not accessible to anyone who does not have permission to access it. Staff should never share their passwords.

For further information see: -

1. Cyberbullying Policy – attached to Anti-Bullying Policy (on LG)
2. E safety button on LG.
3. "Cyberbullying – supporting school staff" DCSF booklet
4. www.digizen.org/cyberbullying www. Teachernet.gov.uk

School employees should take steps to protect themselves and their personal information by:

- Keeping personal phone numbers private and not using their own mobile phones to contact pupils or parents
- Keeping a record of their phones unique international Mobile Equipment Identity (MEI) number, and keeping phones secure on school premises
- Not posting information about themselves publicly that they would not want employers, colleagues, pupils or parents to see
- Ensuring that rules regarding the use of technologies are consistently enforced
- Not personally retaliating to the incident
- Reporting any incident to the appropriate member of staff in a timely manner.
- Keeping any evidence of an incident.

Advice for staff if they feel they are the victim of cyber-bullying:

- Staff should never retaliate ie personally engage with, cyberbullying incidents. They should report incidents appropriately and seek support.
- Keep any records of the abuse – text, e-mails, voice mail, web site or instant message. Do not delete texts or e-mails. Take screen prints of messages or web pages, and be careful to record the time, date and address of the site.
- Staff should inform the appropriate person, Head, Designated Lead or Safeguarding Manager. Where the perpetrator is known to be a current pupil or co-worker, the majority of cases will be dealt with most effectively by the school's own mediation and disciplinary procedures
- Although the technology seemingly allows anonymity, there are ways to find out information about where bullying originated. However it is important to be aware that this may not necessarily lead to an identifiable individual. For instance, if another person's phone or school network has been used, locating where the information was originally sent from will not, by itself, determine who the bully is. There have been cases of people using another individual's phone or hacking into their IM or school e-mail account to send harmful messages.
- If a potential criminal offence has been committed and the school is not able to identify the perpetrator, the police may issue an RIPA (Regulation of Investigatory Powers Act 2000) request to a service provider, enabling them to disclose the data about a message or the person sending a message.
- Monitoring and confiscation must be appropriate and proportionate. Parents, employees and learners should be made aware in advance of any monitoring (for example, of e-mail or internet use) or the circumstances under which confiscation might take place.
- The designated member of staff, Head, designated Lead or Safeguarding Manager should contact the police where it appears that a law has been broken – for example, where death threats, assault, or other racially motivated criminal offences are involved. Where a potential criminal offence has been identified, the school should

ensure that any internal investigation does not interfere with police enquiries. School staff are of course able to report incidents directly to the police.

- There have been cyberbullying incidents where pupils have made unfounded, malicious claims against staff members. It is, of course critical to take every claim seriously and investigate it thoroughly. In cases where an allegation is made that an employee or volunteer has behaved in a way that has harmed a child, possibly committed a criminal offence against or related to a child. This should be referred to the Headteacher who will contact the LADO for advice.

Racial Harassment

Shrewsbury Academy will not tolerate any kind of racist behaviour and will endeavour to:

- Eliminate racist behaviour and attitudes within the school

- Provide pupils with an education which increases their social understanding, develops mutual respect and promotes positive images of black and other ethnic minority communities, through the development of an appropriate curriculum and ethos

Guidelines for dealing with racist behaviour:

Racist behaviour may be defined as any hostile or offensive act or expression by a person of one ethnic or cultural group against another group or any incitement to commit such an act.

Categories for racist behaviour include:

- Physical assault against a person or group because of colour/culture or ethnicity.

- Derogatory name-calling or insults, racist jokes or ridicule of an individual for cultural differences eg food, dress, religion

- Racist graffiti.

- Provocative behaviour such as wearing racist insignia.

- Bringing into school racist leaflets or other material.

- Verbal abuse or threats.

- Attempts to recruit others to racist organisations.

Refusal to co-operate with others because of their ethnic origin.

Action:

Action should always be taken against racist behaviour and should be dealt with within the terms of the school's sanctions. The Home Office Code of Practice on Recording and Reporting Racist Incidents stipulates that all schools should record racist incidents including:
- The date

- The names of perpetrator and victims

- The nature of the incident

- The action taken in response

Parents and governors are to be informed of the number and nature of such incidents and the action taken to deal with them. Governing bodies are required to inform the LA annually of the pattern and frequency of any incidents.

Staff must:

- Record the behaviour within the Hate related Incident log (Safeguarding Manager) (Copies located in Child protection filling cabinet and by J.Skelton).
  Incident is entered into SIMS and the original copy placed within the student's file.
  Decisions on what constitutes a racist incident are verified with the Head of School prior to informing the Local Authority.

- In the case of recurrent or severe racist behaviour the normal sanctions and intervention process will take place, if necessary involving Pupil Planning meeting and the LA, or Governors panel

- Racist behaviour from any member of staff towards any pupil, parent or another member of staff will not be tolerated. It may be grounds for disciplinary action by the Governing body or the LA as appropriate. It may also be subject to legal action by or on behalf of the aggrieved party.

- Since Racial Harassment is a form of bullying the Anti- Bullying Policy will also be applied, especially regarding appropriate ways of dealing with the victim and the racist (bully).

Peer on Peer Abuse
Staff should recognise that children can abuse their peers. Abuse is abuse and should never be tolerated or passed off as "banter" or "part of growing up". Victims of peer abuse should be supported as they would be if they were the victim of any other form of abuse, in accordance with this policy.Compliance with the Public-Sector Equality Duty (PSED) is a legal requirement for schools and colleges that are public bodies.
Under the PSED, schools and colleges that are public bodies have a general duty to have regard to the need to eliminate unlawful discrimination, harassment and victimisation, to advance equality of opportunity between different groups and to foster good relations between different groups. The duty applies to all protected characteristics and means that whenever significant decisions are being made or policies developed, thought must be given to the equality implications such as, for example, the elimination of sexual violence and sexual harassment.

Peer on Peer abuse will not be tolerated and will be dealt with in conjunction with the Behaviour Policy.

Peer on peer abuse occurs when a young person is exploited, bullied and/or harmed by their peers who are the same age or similar age. (See Safeguarding and Child Protection policy for further information)