

Anti-Bullying Policy

Last updated

April 2021

Review Period

Annually

Policy last reviewed

April 2021

Person responsible for policy

Assistant Principal

Who this policy applies to

Students, staff and parents/carers

At Sir Bernard Lovell Academy, we will not tolerate bullying. Every member of our school has the right to come to here without fear of being threatened, intimidated, mocked or abused. If you see someone being bullied or know that someone is being bullied you must tell a member of staff.

All members of the school community are expected to contribute towards establishing and maintaining an atmosphere conducive to learning in a secure and orderly environment. Courtesy and mutual respect is expected from all.

Bullying is the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. It can happen face to face or online - (Anti-Bullying Alliance2018).

From their arrival in Year seven students are given the very clear message that any form of bullying or unpleasant behaviour is neither welcome nor tolerated at Sir Bernard Lovell Academy. This is reiterated in assemblies, in tutor groups and through the curriculum. We hold an annual anti-bullying week in November and mark National Safer Internet Day in February.

What to do if you are being bullied:

1. **Tell your tutor.** If you don't feel comfortable talking to your tutor can you tell any other member of staff and they will inform your tutor for you. You can also email any member of staff using your Gmail account.
2. **Explain what has happened or is happening.** You might be asked to write a statement so try and remember times and places. If you are being bullied online please take screen shots to show your tutor or Year Team.
3. **Try not to react** to unkind comments or name calling. Retaliation makes the issue worse.
4. Your tutor will **give you advice** and also talk to the other students to tell them to stop.
5. After some time has passed you **tutor will check** that the issue has got better.
6. If the issue has got worse or not gone away you tutor will **pass this information to your Year Team.**
7. Your **Year Team will monitor the situation** very closely and talk to you every two weeks. If the bullying continues very serious consequences will be put in place.

The process diagram on the next page show the order of actions our student support team will take when a bullying case has been reported.

A student reports they are being bullied or people are being unkind to them

Are they in immediate danger?
If yes – discuss and act

B1

1. Student is directed to talk to their tutor, or a trusted adult who will pass the information to the tutor.
2. Tutor takes actions and monitors the situation.
3. If the bullying does not stop the tutor should email the Year Team.

B2

1. Paste B1 information into CPOMS.
2. Paste B2 information into CPOMS.
3. The parents of the victim should be contacted by phone to explain that we are aware and monitoring the situation, this should be done by the HOY/DHOY.
4. The parents of the aggressor(s) should be emailed using the B2 parent email template.
5. The students should be spoken to individually and informed to end all acts of unkindness.
6. Set CPOMS calendar reminder for two week and four week check in – *this is called 'Add to planner'*.
7. If any issues are confirmed before the two week or four week check-in these should be processed as a serious incident – the students should be referred to IR, this should be repeated for each instance.
8. Complete the two and four week check-in. Paste this information into CPOMS.

B3

1. Paste B3 information into CPOMS.
2. The parents of the victim should be contacted by phone to explain we have escalated the situation, this should be done by the HOY/DHOY. Is there any additional support they would like to request.
3. The parents of the aggressor(s) should be invited for a [virtual] meeting.
4. The students should be spoken to individually and informed to end all acts of unkindness.
5. Set CPOMS calendar reminder for two week and four week check in – *this is called 'Add to planner'*
6. If any issues are confirmed before the two week or four week check-in these should be processed as a serious incident – the students should be considered for FTE, this should be repeated for each instance.
7. If the bullying continues up-to the four week check-in Managed Move should be considered.