# Anti-Bullying Policy

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| Approved by: | Local Governing Body |
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# Contents

**Affirmation**
We are committed to providing a caring, friendly, and safe environment for all members of our Academy community. This includes students, staff, parents/carers, visitors, and those in our community. Every student has the right to learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at Q3 Academy Great Barr.

**The Aims of this policy:**
- ✓ To define what bullying is and is not, including types of bullying;
- ✓ Outline how we prevent bullying;
- ✓ Outline how to incidents of bullying and reported and recorded;
- ✓ How the Academy responds to incidents of bullying;
- ✓ How the Academy supports the targets of bullying;
- ✓ How the Academy supports the perpetrators of bullying, including bystanders.

**At Q3 Academy Great Barr, we aim to ensure:**
- ✓ All governors, teaching and non-teaching staff, students, and parents/carers understand what bullying is;
- ✓ All governors and teaching and non-teaching staff know what the Academy policy is on bullying, and follow it when bullying is reported;
- ✓ All students and parents/carers know what the Academy policy is on bullying, and what they should do if bullying arises;
- ✓ Students and parents/carers are assured that they will be supported when bullying is reported.

**Q3 Academy Great Barr is committed to ensure vulnerable groups are specifically cared for and considered as part of this policy. This includes, but is not limited to:**
- ✓ Learners with Special Educational Needs and Disabilities;
- ✓ Looked after, and previously looked after, children in education (P/LAC);
- ✓ Children and young people living in poverty;
- ✓ Excluded students, and those at risk of exclusion;
- ✓ Students with behaviour and attendance issues;
- ✓ Gypsy, Roma, and Traveller students;
- ✓ Asylum seekers, refugees, and new migrants;
- ✓ Those belonging to Black and Minority Ethnic groups;
- ✓ Those students that identify within the LGBTQ+ community or are perceived to be;
- ✓ Young carers;
- ✓ Young offenders;
- ✓ Young people with mental health issues and medical needs;
- ✓ Young people not in Education, Employment, or Training (NEET);
- ✓ Teenage parents.

The Academy's Anti-Bullying Policy is developed in conjunction with staff responsible for whole Academy safeguarding, behaviour, SEND, and staff training policies. There are coordinated links between these areas.

**What Is Bullying?**
Bullying is repeated behaviour by an individual or group over a period of time that intentionally hurts another person. Bullying can involve a relationship where there is an imbalance of power between the perpetrator and whoever is targeted. Bullying can happen face to face or online. Bullying can be:
- ✓ **Verbal** - name-calling, sarcasm, spreading rumours, teasing;
- ✓ **Physical** - pushing, kicking, hitting, throwing objects, punching or any use of violence;
- ✓ **Emotional** - being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures);
- ✓ **Racist** - racial taunts, graffiti, gestures, name calling;
- ✓ **Sexual/Sexist** - unwanted physical contact or sexually abusive comments;
- ✓ **Homophobic/biphobic/transphobic (HBT)** - because of, or focusing on the issue of sexuality or identity, be it real or perceived;
- ✓ **Damage to property or theft** – personal items being damaged or taken;
- ✓ **Cyberbullying** – comments made by text message, voice notes, doctored photos, phony accounts or other forms

of social media abuse;
- ✓ **Aimed at vulnerable groups** – comments made to students classed as Academy vulnerable – e.g. physical/social disability, personality types;
- ✓ **Child on child abuse** - children are capable of abusing their peers. Abuse will never be tolerated or passed off as "banter", "just having a laugh" or "part of growing up".

## Child on Child Abuse

All forms of child on child abuse is unacceptable and will be taken seriously.

All staff are made aware that safeguarding issues can manifest themselves via child on child abuse. This is most likely to include, but may not be limited to:
- ✓ bullying (including cyberbullying);
- ✓ physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- ✓ sexual violence and sexual harassment;
- ✓ upskirting, which typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm;
- ✓ sexting (including Youth Produced Sexual Imagery);
- ✓ initiation/hazing type violence and rituals.

All staff are made aware of the Academy's policy and procedures with regards to child on child abuse. More information can be found in our child protection policy.

## Cyberbullying

Cyberbullying is bullying carried out through electronic communication e.g. the internet, e-mail, or social networks. It includes the use of mobile phone technology including text messaging as well as voice notes and calls. It also includes misuse of associated technology e.g. camera and video technology.

## Jurisdiction

The Headteacher has, according to the law and DfE guidance, the authority to act on behaviour including bullying that happens off the Academy site which "could have repercussions for the orderly running of the Academy or could adversely affect the reputation of the Academy." This includes cyberbullying. More information can be found in the positive behaviour policy.

Sections 90 and 91 of the Education and Inspections Act 2006 say that the Academy's disciplinary powers can be used to address students' conduct when they are not the Academy premises. Where bullying outside of the Academy is reported to staff, it may be investigated and acted upon; student feedback suggests that students appreciate this support.

## Prevention

The Academy is committed to teaching students about how we can prevent bullying. This is done through:
- ✓ Regularly raising awareness of the systems for reporting bullying through Student Voice activities, through the BeBrave e-mail address, and by reporting to staff;
- ✓ Ensure potential perpetrators and targets are aware that support, help and action will follow any incidents of reported bullying;
- ✓ Regularly remind students that all incidents of bullying should be reported directly or indirectly to any member of staff they feel comfortable with approaching;
- ✓ Have an annual Anti-Bullying week to promote the Academy policy (national Anti-Bullying Week is usually every November);
- ✓ Embed Anti-Bullying messages into the Wellbeing Inspire curriculum, assemblies, and other relevant subject areas;
- ✓ If appropriate, showcase drama groups to deliver Anti-Bullying messages in the Academy;
- ✓ Use the Anti-Bullying Ambassadors to communicate issues relating to bullying;
- ✓ Ensure break and lunchtimes are adequately supervised with clear rotas and responsibilities to ensure bullying incidents can be prevented – all duty staff to know what these responsibilities are;
- ✓ Host regular meetings with student, staff and Academy Sponsor representatives to discuss and revise Anti-

Bullying policies;
- ✓ Ensure the Academy environment is maintained and improved as a preventative measure;
- ✓ Ensure that parents/carers receive a copy of the Anti-Bullying Policy through the Academy website;
- ✓ Incidents will be investigated and recorded by staff;
- ✓ Ensure that staff, students and parents have clear strategies for reporting bullying concerns;
- ✓ Regularly inform staff of changes to the Anti-Bullying Policy and keep staff updated on any developments.

## Reporting

Students will be aware that they have a right to report incidents of bullying and staff will be prepared and expect to be approached by students who wish to report bullying. This will be reinforced regularly.

The Academy will:
- ✓ Provide students, staff and parents/carers with a clear system for reporting incidents of bullying;
- ✓ Staff should report bullying concerns to the relevant Head of Year, who will keep a record of any bullying concerns;
- ✓ The pastoral team will follow up and deal with incidents promptly;
- ✓ The incident log will be updated with any developments or actions taken by the pastoral team, including how the situation was resolved;
- ✓ Any sanctions for bullying will be monitored, including the use of isolation and fixed term suspensions;
- ✓ Repeat instances will be escalated and the severity of sanctions will increase;
- ✓ Student Voice surveys will be monitored to identify any themes and trends that can be dealt with;
- ✓ Provide training for staff in reporting bullying incidents and dealing with disclosures by students;
- ✓ Guarantee anonymity if requested when reporting and deal with all reports in a discreet manner, so long as anonymity doesn't compromise student safety;
- ✓ Written reports will be taken from the target, perpetrators and any witnesses to guarantee accuracy. This will be kept confidential.

Parents/carers are strongly advised to report any bullying concerns to their child's Personal Tutor who can refer these to the pastoral team. This will help to guarantee all parties can work together to address the situation.
- ✓ In serious cases, parents/carers may be asked to come in to a meeting to discuss the problem;
- ✓ If necessary and appropriate, police will be consulted and/or SLG involved;
- ✓ The bullying behaviour or threats of bullying will be investigated and the bullying stopped quickly;
- ✓ An attempt will be made to help the perpetrator(s) change their behaviour;
- ✓ Restorative actions may be used if appropriate;
- ✓ Sanctions may be employed depending on the severity and nature of the bullying.

Bullying can also be a criminal offence or fall within the area of child protection. If staff feel that this is the case then they should consult a DSL (Designated Safeguarding Lead).

If bullying does occur, all students should be able to report incidents of bullying to someone and know that incidents will be dealt with promptly and effectively. We aim to create a culture where 'telling' is normalized at the Academy. This means that *anyone* who knows that bullying is happening is expected to report incidents the staff and knows that they will be free from intimidation both in Academy and in the surrounding community.

## Recording

All bullying incidents are recorded. This information is provided to the Local Governing Body and the Academy sponsor on a regular basis. This information will be recorded and monitored regularly. The following information will be recorded:
- ✓ The victim's name;
- ✓ The perpetrator's name;
- ✓ Their Tutor Group;
- ✓ If a student is a 'Looked after Child' or 'Previously Looked after Child' (P/LAC);
- ✓ Brief details of the alleged incident;
- ✓ Who dealt with the matter;
- ✓ What action was taken;
- ✓ Whether the matter is resolved and if not, what follow up is required.

Further actions and outcomes will be recorded by the pastoral team.

**Support for students that are targeted:**
The Academy recognises how traumatic being a target of bullying can be. We are committed to providing each student with the support they need to continue with their education in an environment free from the fear of bullying. In order to do this the Academy may:
- ✓ Offer them an immediate opportunity to talk about the experience;
- ✓ Take time to understand the root cause of the bullying;
- ✓ Mediate between students involved;
- ✓ If appropriate provide mentoring from the Inclusion team;
- ✓ Inform the student's parents/carers;
- ✓ Discuss with the parents/carers what support they feel their child needs;
- ✓ Offer continuing support when they feel they need it;
- ✓ Make referrals to external agencies if necessary;
- ✓ Arrange for them to be escorted to and from the Academy if appropriate;
- ✓ Offer a meeting with the perpetrator of the bullying;
- ✓ Refer to an external agency if appropriate;
- ✓ Take one of the four disciplinary steps described below to prevent more bullying.

**Understanding the role of a group**
It is important to appreciate that in instances of bullying, it is not always as simple as involving simply a perpetrator and a target. Individuals can play different roles in bullying and each should be challenged. Some students may lead the bullying, encouraging others to bully the target. Others assist, even though they may not have started the bullying. Others may reinforce the bullying, for example, by laughing along or encouraging others. Some individuals simply choose to do nothing, even though they are aware bullying is happening. They will not stand up for the victim or report the bullying. The Academy aims to build a culture where the responsible thing to do is to stand up for anyone that is a target of bullying by reporting it to a member of staff.

**Sanctions**
It is important for the target of bullying, the perpetrator, and the Academy community as a whole, that there are clearly defined consequences for any act of bullying. Each case will be dealt with individually, but the sanction process at the Academy is:
- ✓ The perpetrator spoken to and strategies listed below in *Support for the perpetrator* may be implemented.
- ✓ The perpetrator's parent invited to Academy to discuss the behaviour. Strategies listed above may be implemented.
- ✓ Internal exclusion or a fixed term suspension for the perpetrator.
- ✓ Permanent exclusion/Referral to Fair Access Panel for repeat instances where all other interventions are exhausted.

**Support for the Perpetrators:**
The Academy recognises that bullying can damage the education of the perpetrator as well as the intended target. Students that bully will be offered a range of support. This will include one or more of the following:
- ✓ Support from pastoral leader or mentor to help the student understand the impact of their actions;
- ✓ Opportunities to put things right with the target;
- ✓ Support with apologising to the target;
- ✓ Discussion with parent how the behaviour has impacted others;
- ✓ Supervised break and lunch times if appropriate;
- ✓ A student 'On Report' card to be completed each lesson by staff;
- ✓ A referral to a mentor;
- ✓ A referral to an external agency;
- ✓ If the bullying has involved a criminal act, a referral to the police.

**Outcomes**
- ✓ The perpetrators may be asked to genuinely apologise (other consequences may take place);
- ✓ In serious cases, internal exclusion, suspension or permanent exclusion may be considered by the Headteacher;

- ✓ Mediation may be used where appropriate to reconcile the students;
- ✓ After the incident/incidents have been investigated and dealt with, each case will be monitored by Personal Tutors, the pastoral team, and SLG to ensure repeated bullying does not take place.

## Mobile phones

The Academy adheres to a strict no mobile phones policy in class and around the Academy building. Students are encouraged to leave mobile phones at home, but if there is a need to bring one, they must be switched off. Students in Years 7-10 are expected to hand their phones in at Tutor Time as they are considered banned items. This is one of the strategies employed to minimise cyberbullying and create a safe environment for students where they feel free from harassment. Cyberbullying of any form will be dealt with accordingly and where appropriate the police or safeguarding agencies will be involved. For more information about the Academy expectations around mobile phones can be found in the positive behaviour policy.

## Communication

Whenever an allegation about bullying is made by parents/carer, the pastoral team will be informed.

## Signs and Symptoms

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:
- ✓ is frightened of walking to or from Academy;
- ✓ begs to be driven to the Academy;
- ✓ changes their usual routine;
- ✓ is unwilling to go to the Academy;
- ✓ begins to truant;
- ✓ becomes withdrawn anxious, or lacking in confidence;
- ✓ starts stammering;
- ✓ attempts or threatens suicide or runs away;
- ✓ cries themselves to sleep at night or has nightmares;
- ✓ feels ill in the morning;
- ✓ begins to do poorly in academic work;
- ✓ comes home with clothes torn or books damaged;
- ✓ has possessions which are damaged or go missing;
- ✓ asks for money or starts stealing money (to pay bully);
- ✓ has dinner or other monies continually lost;
- ✓ has unexplained cuts or bruises;
- ✓ comes home starving (lunch has been stolen);
- ✓ becomes aggressive, disruptive or unreasonable;
- ✓ is bullying other children or siblings;
- ✓ stops eating;
- ✓ is frightened to say what's wrong;
- ✓ gives improbable excuses for any of the above;
- ✓ is afraid to use the internet or mobile phone;
- ✓ is nervous and jumpy when a cyber-message is received.

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated.

## Some helpful advice

## For students

Remember that your silence will mean bullying goes unchecked and unchallenged!
- ✓ Generally, it is best to tell an adult you trust straight away. You will get immediate support;

- ✓ Tell yourself that you do not deserve to be bullied, and that it is wrong and it is not a normal part of growing up;
- ✓ Be proud of who you are. It is good to be an individual;
- ✓ Stay with a group of friends. There is safety in numbers;
- ✓ In social areas, ensure you are in an area visible by duty members of staff;
- ✓ Be assertive – say 'no' and walk confidently away. Go straight to a member of staff.

Staff will take you seriously and will deal with bullying in a way which will end the bullying and not make things worse for you.

**If you know someone is being bullied**
Take action! Watching and doing nothing looks as if you are on the side of the perpetrator. It makes the target feel unhappier and on their own. Tell an adult immediately. Staff have ways of dealing with the bully without getting you in trouble. You can anonymously report bullying incidents by email: [BeBrave@q3academy.org.uk](mailto:BeBrave@q3academy.org.uk) and [anti-bullying@q3academy.me](mailto:anti-bullying@q3academy.me)

**For parents/carers:**
Look for unusual behaviour in your children. For example, they may suddenly not wish to attend the Academy, feel ill regularly, or not complete work to their normal standard. Always take an active role in your child's education. Enquire how their day has gone, who they have spent time with, how lunchtime was spent, etc.
- ✓ If you feel your child may be a target of bullying behaviour, inform your child's Personal Tutor immediately. Your complaint will be taken seriously and appropriate action will follow;
- ✓ It is important that you advise your child not to fight back. It can make matters worse;
- ✓ Tell your child there is nothing wrong with them. It is not their fault they are being bullied;
- ✓ Make sure your child is fully aware of our Academy policy concerning bullying and they should not be afraid to ask for help.

**Helpful Organisations**

Advisory Centre for Education (ACE) 0808 800 5793

Children's Legal Centre 0845 345 4345

KIDSCAPE Parents Helpline (Mon-Fri, 10:00am – 4:00pm): 0845 1 205 204

Family Lives: 0808 800 2222 Bullying

Online:        [www.bullying.co.uk](http://www.bullying.co.uk)

Kidscape:        [www.kidscape.org.uk](http://www.kidscape.org.uk)

Anti-Bullying Quality Mark: 07590 571120

The Anti Bullying Alliance: [www.anti-bullyingalliance.org.uk](http://www.anti-bullyingalliance.org.uk)

**Publication/distribution**
This policy will be placed on the Academy's website.

**Review**
Data on incidences of bullying will be monitored and regularly evaluated. A report will be presented to the Local Governing Body on a termly basis. The Anti Bullying Policy will be reviewed yearly by the Senior Leader with responsibility for behaviour.

**Appendix 1: Supplementary Anti-Cyberbullying Guidance**

Q3 Academy Great Barr recognises that technology plays an important and positive role in everyone's lives, both educationally and socially. It is committed to helping all members of the Academy community to understand both the benefits and the risks, and to equip children with the knowledge and skills to be able to use technology safely and responsibly. We aim to ensure that:

- ✓ We safeguard the students in the real and virtual world;
- ✓ Students, staff and parents/carers are educated to understand what cyberbullying is and what its consequences can be;
- ✓ Knowledge, policies and procedures are in place to prevent incidents of cyberbullying in the Academy or within the Academy community;
- ✓ We have effective measures to deal effectively with cases of cyberbullying;
- ✓ We monitor the effectiveness of prevention measures.

**What is Cyberbullying?**

Q3 Academy Great Barr define Cyberbullying as: *"Cyberbullying involves the use of information and communication technologies to support deliberate, repeated, and hostile behaviour by an individual or group that is intended to harm others."* Cyberbullying can involve Social Networking Sites, emails and mobile phones used for SMS messages and as cameras. *(*Reference: www.cyberbullying.org) *In addition:*

- ✓ It can be used to carry out all the different types of bullying; an extension of face-to-face bullying;
- ✓ It can also go further in that it can invade home/personal space and can involve a greater number of people;
- ✓ It can take place across age groups, and staff and other adults can be targeted;
- ✓ It can draw bystanders into being accessories;
- ✓ It includes threats and intimidation; harassment or 'cyberstalking'; vilification/defamation; exclusion or peer rejection;
- ✓ Impersonation; unauthorised publication of private information or images ('happyslapping'); and manipulation;
- ✓ It can be an illegal act.

**Preventing cyberbullying through understanding and discussion**

- ✓ Staff will receive training in identifying cyberbullying and understanding their responsibilities in developing eSafety. Q3 Academy Great Barr may delegate this training an appropriate member of staff. In this training all staff will be helped to keep up to date with the technologies that children are using.
- ✓ The delivery of Personal Social & Health Education (PSHE) and Relationships and Sex Education (RSE) through Wellbeing Inspire lessons are an important part of preventative strategy and will discuss keeping personal information safe and appropriate use of the internet.
- ✓ It is desirable that the students will be involved in a response to cyberbullying. They will have a voice through the Academy Council and Student Voice.
- ✓ Students will be educated about cyberbullying through a variety of means: assemblies, conferences, Anti-Bullying Week, projects (ICT, Drama, English - this list is non exhaustive).
- ✓ Students will sign a Safe and Acceptable Use Policy before they are allowed to use Academy computer equipment and the internet in the Academy and parents/carers will be encouraged to discuss its contents with their children.
- ✓ Parents/carers will be provided with information and advice on eSafety and cyberbullying via literature and talks throughout the year.
- ✓ Students and staff will be involved in evaluating and improving policies and procedures through student voice, Parent Consultation Events, and inclusion meetings.

**Policies and procedures**

- ✓ Ensure regular review and update of existing policies to include cyberbullying where appropriate;
- ✓ Q3 Academy Great Barr will keep good records of all cyberbullying incidents. Staff to log all incidents via *MyConcern*, where these will be picked up by Senior Leader for behaviour;
- ✓ The IT department will use filtering, firewall, anti-spyware software, anti-virus software and secure connections

to safeguard the students that are in line with the Academy policy on Internet Safety. Though electronic controls alone can never be 100% effective, and students should adhere to the Academy guidelines;
- ✓ Promoting the positive use of technology at Q3 Academy Great Barr;
- ✓ Use training opportunities to help staff develop their practice creatively and support students in safe and responsible use;
- ✓ Ensure all staff and children understand the importance of password security and the need to log out of accounts.

**Making reporting easier**
- ✓ Students and parents/carers may contact the child's Personal Tutor when they are concerned about a bullying issue;
- ✓ Student Anti-Bullying Ambassadors are available to support students who may be targeted or worried about bullying;
- ✓ Ensure staff can recognise non-verbal signs and indications of cyberbullying with regular safeguarding training;
- ✓ Publicise and promote the message that asking for help is the right thing to do;
- ✓ Publicise to all members of the Academy community the ways in which cyberbullying can be reported;
- ✓ Provide information for all students including reassurances about 'whistleblowing' and he appropriate way of informing appropriate staff or parents/carers about incidents they have witnessed;
- ✓ Provide information on external reporting routes e.g. mobile phone company, internet service provider, Childline, Child Exploitation and Online Protection (CEOP) or the National Security Agency (NSA).

**Responding to cyber bullying**
Most cases of cyberbullying will be dealt with through the Academy's existing Anti-bullying Policy and this must remain the framework within incidents of bullying are investigated. However, some features of cyberbullying differ from other forms of bullying and may prompt a particular response. The key differences are:
- ✓ impact: the scale and scope of cyberbullying can be greater than other forms of bullying;
- ✓ targets and perpetrators: the people involved may have a different profile to traditional bullies and their targets;
- ✓ location: the 24/7 and anywhere nature of cyberbullying
- ✓ anonymity: the person being bullied will not always know who is bullying them;
- ✓ intent: some students may not be aware that what they are doing is bullying;
- ✓ evidence: unlike other forms of bullying, the target of the bullying will have evidence of its occurrence;
- ✓ it is possible that a member of staff may be a victim and these responses apply to them too.