



Anti- Bullying Policy

Who is responsible	Mrs D Gibbs
Statutory policy	
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Introduction

The IKB Studio School will not tolerate bullying. Every member of our school has the right to come to school without fear of being threatened, intimidated, mocked or abused. We all have a responsibility to make sure that bullying is not part of life at our school. It can make people feel miserable and insecure. In its worst forms it can ruin people's lives. If you see someone being bullied or know that someone is being bullied you must tell a member of staff. Not telling means that the student being bullied may continue to suffer and the aggressor may carry on, probably with other students too. People who bully need help. The IKB Studio School is committed to addressing this problem also. This policy gives a clear methodology for staff to follow and the range of actions available when dealing with issues of bullying.

This policy lays out the procedures that we will adopt to achieve this. The approach to confronting bullying and managing related incidents at The IKB Studio School stems from the school's aims and ethos.

This policy has been constructed mindful of the rationale offered in DfE, *Preventing and Tackling Bullying 2014* and "Safe to Learn" Due consideration has also been given to The Equality Act (Sexual Orientation) Regulations 2007

“Schools will need to make sure that gay or lesbian students, or the children of gay or lesbian parents/carers, are not singled out for different and less favourable treatment from that given to other students. They should check that there are no practices which could result in unfair, less favourable treatment of such students. They will need to ensure that homophobic bullying is taken as seriously and dealt with as firmly as bullying on any other ground”

Rationale

Bullying is a form of anti-social behaviour that has no place in this school. Bullying is defined as deliberately hurtful behaviour, repeated over time, where it is difficult for those being bullied to defend themselves. It can take many forms, but the main types of bullying are:

- physical – hitting, kicking
- taking or damaging belongings
- verbal – name calling, insulting, making offensive remarks
- misuse of new technologies – sending texts on mobile phones, sending hurtful messages by email
- indirect – spreading nasty stories about someone, exclusions from social groups, being made the subject of malicious rumours.

Bullying can make the victim feel distressed, nervous, hurt or worried. The bully’s actions may or may not be on purpose and may involve encouraging others to cause upset.

This type of behaviour involves one person or group having all the power and someone else having none, leaving someone feeling helpless to prevent it or put a stop to it.

When incidences of bullying are analysed across the UK the following themes are often found to be used as a basis for the bullying or aggression:

- Racism
- Colour
- Sexism
- Homophobia
- Ability
- Disability
- Family
- Success
- Failure
- Religion
- Culture
- Appearance – size, height, weight, dress, personal features
- Language/speech
- Nationality
- Social class

Implementation

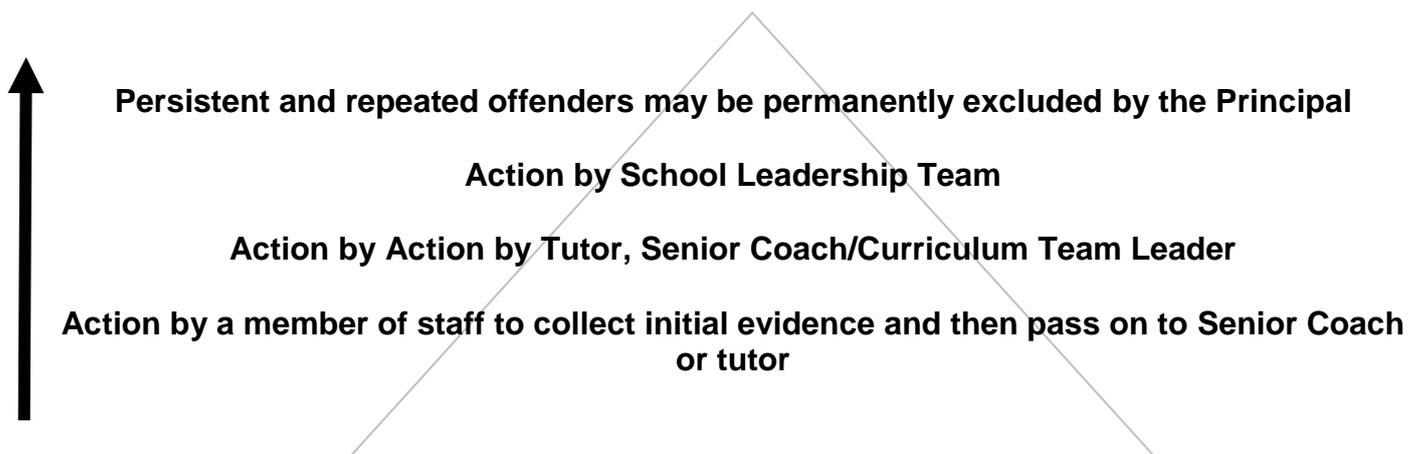
How does The IKB Studio School deal with Bullying Issues?

Bullying behaviour is unacceptable by any member of the school community as no person has the right to make another feel uncomfortable or unhappy. We will raise the issue of bullying on a

regular and proportionate basis throughout the school year in a variety of contexts and groups. We will deal with incidents of bullying swiftly, proportionately, discreetly and work to change poor attitudes where they exist and monitor our effectiveness.

The school sees the issue of bullying as an extremely serious matter.

The school operates a continuous 'anti-bullying' campaign through its tutors, PBL and enrichment lessons, information in classrooms, assemblies and student council. All students are thus clearly aware that such anti-social behaviour must not be instigated or tolerated. If incidents do occur they must be reported; they will be dealt with immediately following the Guidelines on Bullying for staff and students which follow. A hierarchy of sanctions will be applied by the following members of staff:



How do we educate our students on this matter?

From their arrival in Year ten students are given the very clear message that any form of bullying or unpleasant behaviour is neither welcome nor tolerated at The IKB Studio School. This is reiterated in assemblies, in tutor groups and through the curriculum, particularly in subjects such as PBL, English and all other subjects. We hold an annual anti-bullying week in November and mark National Safer Internet Day in February.

Guidelines for Students

You have a right to feel comfortable and safe at school, as well as on your journey to and from school. If you are being bullied or witness others being bullied **YOU MUST TELL.**

“Who should you tell?”

Your coach, a subject teacher, Senior Coach, or another member of staff with whom you feel comfortable - you choose.

“What should you do if you are frightened to tell a teacher?”

Tell a friend; tell your parents. They can tell the teacher for you.

☹☹ **What should you do if the bully or bullies threaten they will hurt you more if you tell???**

Still tell - **AND** tell the teacher about these threats.

If you don't tell, the bullying will go on. You must **TELL EVERY TIME.**

The BULLY IS WRONG, NOT YOU.

YOU WILL WIN - as long as you TELL EVERY TIME.

Advice if you are the bully.

- Are you being unkind or cruel to someone you know?
- Do you know how it makes them feel?
- Do you know that calling someone a name is just as bad as hitting them?
- Do you know that being unkind or cruel through social media or the internet is bullying
- Do you have to be a bully because it makes you feel big?
- Don't you know any other ways to be strong?
- Do you know that your friends are probably only your friends because they're afraid of you?

Stop bullying.

The next time you're tempted to react in your usual bullying way, stop for a moment and think. If someone treated you like this just think about how you would feel if they behaved differently and smiled or chatted to you instead? So why don't you smile instead? Try to understand the other person's point of view. You can talk to a teacher or coach about your feelings and behaviour.

Different isn't worse - it's just different.

People who are different in some way to you are just the same inside. Take a look around. Everyone is different - so what? You are no better than anyone else. We all have feelings - we are all human.

What do you get when you bully others?

You might think you're winning lots of friends. Maybe you think that everyone looks up to you because you're strong? But you're wrong. Behind your back people despise you and think you're a coward because you attack others. They may act in a friendly way, but inside they are probably afraid of you. Is that the kind of friendship you want?

How can you change?

Why are you a bully? Is something about your own life bothering you? Are you unhappy for some reason, perhaps there's a problem at home? Then that's what you need to focus on. Get

help for whatever is making you the kind of person who torments others, talk to your parents a teacher or coach. Remember if you respect others, they will really like and respect you.

Guidelines for staff should a student complain of being bullied

The term **staff** includes teachers and support staff. We all have a duty to implement the school policy on bullying.

Every complaint of bullying must be taken seriously. The member of staff receiving such a complaint must respond initially and where necessary pass the matter on to the tutor/coach or school leadership team who will undertake to see the matter through to completion. If the incident warrants it the member of staff who has received the complaint should take statements and help collect evidence before passing the matter on.

In this case the Senior Coach of the bully will take charge of this issue and work in conjunction with Coaches and the Tutors of the aggressor and Tutor of the victim to ensure that the following steps are carried out. Please use the 'Process for Bullying Incident Forms' and pass to student support when resolved.

Schools have a legal duty to ensure homophobic bullying is dealt with in schools. Under the Education and Inspections Act 2006, Headteachers, with the advice and guidance of governors and the assistance of school staff, must identify and implement measures to promote good behaviour, respect for others and self-discipline amongst students and to prevent all forms of bullying. This includes the prevention of homophobic bullying. Homophobic language will always be challenged and, where necessary, punished by staff. When such language occurs staff will remind students that:

- Homophobic and language is offensive and will not be tolerated at The IKB Studio School.
- If a student makes homophobic remarks directed at a student then the member of staff should refer the matter to the School Leadership Team where the student in question will receive a Fixed Term Exclusion.
- Racist language or behaviour will immediately be met with fixed term exclusion. The incident will immediately be reported to the Local Authority and the incident logged on the student's file and in school administration. Racist bullies will be invited to take part in activities to help them change attitudes and to examine their behaviour.
- Persistent racist or homophobic attitudes will lead to a student being permanently excluded.

Staff investigating should consider the following::

- Listen to and don't judge the victim or bully until you have heard both sides of the story and feel educated enough to make an informed decision.
- Talk to the bully.
- Tell the victim what you are doing to make sure that they feel comfortable with every step taken.
- Talk to parents of victim and bully.
- Be there for the victim OR bully to talk to if they feel it necessary.
- Be aware of the possibility of a long and complex history behind the story.
- Be ready for the possibility of the bullied becoming the bully

Process for bullies:

- Formal warning for the first offence with a letter from Senior Coach to parents/carers informing of a SLT detention.
- The teachers of the bully are informed so that they can look out for any bad behaviour/bullying in lessons.
- Informal or formal counselling for the bully could be made available if necessary.

If bullying continues:

- Conference with parents/carers
- Isolation
- Move the bully to a different Tutor Group
- Fixed Term Exclusion
- Another conference with parents with Principal AND bully present.

If the bullying still persists then Permanent Exclusion may follow at the discretion of the Principal.

Process for victims

- Talk to a friend or a teacher, or get a friend to talk to a teacher for you.
- Consider what you have been taught about how to try and stop the bullying e.g. walk away/confront the bully/you must tell.
- Phone call/letter home to let parents know what is happening with identification of the bully not given - no 'naming and shaming'.
- Offer of sixth form/upper school 'buddy'.
- When action has been taken the Head of House investigating will update the victim's Tutor on what is happening to tackle the problem.
- Where appropriate contact parents/carers of the victim to explain the action taken.

Some further thoughts for teachers and students

- The aggressor(s) may be unaware of the unhappiness they are causing. Be constructive. It might be desirable to involve the whole class and/or the tutor/teacher to plan an activity for the tutor group that could support the bully and victim that could focus on relationships.
- Keep an eye on the 'victim'. Check whether the bullying is continuing or has ceased.
- Advise the 'victim' on his or her comportment and behaviour if necessary but do not blame the complainant whose self-esteem may already be low as a result of the bullying.

Response to cyber and electronic/telephone bullying

The use of the internet (Cyber bullying) and mobile telephones to bully is a very serious matter and can constitute a criminal offence. In the United Kingdom there are criminal laws that can apply in terms of harassment or threatening and menacing communications which would apply to students of secondary school age. Students involved in 'happy slapping' bullying (where a

student records a bullying incident on a mobile telephone) will receive a fixed term exclusion as follows:

- 1) a fixed term exclusion for the student(s) carrying out the bullying
- 2) a fixed term exclusion for the student recording the activity
- 3) a fixed term exclusion for any student found to have viewed or passed on any recording and who does not immediately report this to the school.

At The IKB Studio School we will deal with reported cases in the following way:

Supporting the student being bullied

- Give reassurance that the student has done the right thing by telling someone.
- The member of staff referring should work closely with the Senior Coach of the aggressor. Between them, these two colleagues will complete the school's Serious Misconduct Form and collect witness statements and evidence. The Senior Coach taking charge of the incident will contact the parents/carers of the victim to reassure them that the matter has been reported and will be dealt with.
- Make sure the student reporting the issue knows not to retaliate or return the message and will ask the victim to think about what information might be available on the internet.
- Help the student to keep relevant evidence for any investigation (e.g. by not deleting messages/files they've received and by taking screen capture shots and noting web addresses of online cyber bullying instances). Please ask for advice if you require help with technical aspects.
- Check the student understands simple ways to prevent it from happening again, e.g. by changing contact details, blocking contacts or leaving a chat room. Please ask for advice if you require help with technical aspects.

Take action to contain the incident when content has been circulated:

- If you know who the student responsible is, ask them to remove the content after you have had the opportunity to capture screen shots and witness content where possible;
- Contact the host (e.g. the social networking site) to make a report to get the content taken down.
- The Senior Coach to use disciplinary powers to confiscate phones that are being used to cyber bully. Also ask the student to tell you who they have sent messages on to.
- In cases of illegal content, contact the police, who can determine what needs to be kept for evidential purposes.

Investigating incidents

All bullying incidents at The IKB Studio School should be recorded and submitted on a Serious Misconduct Form and in line with the guidance issued in this document. These incidents are recorded on the student's file and held electronically.

Students and staff involved in the investigation should try and keep a record of the bullying as evidence. It can be useful to show parents/carers, teachers and the police, if necessary, what has happened.

Take steps to identify the bully and interviewing possible witnesses. Contact the service provider and the police, if necessary. The police will need to be involved to enable the service provider to look into the data of another user.

Working with the bully and sanctions

Once the aggressor is identified, steps should be taken to change their attitude and behaviour as well as ensuring access to any support that is required.

Police are available to perform 'restorative justice' activities between the students concerned. Parent/carer permission does not need to be sought for this though it would be expected by the school in most circumstances.

Factors to consider when determining the appropriate sanctions consider:

- Our policy should be followed consistently but we must consider the Special Educational Needs of all parties involved.
- The impact on the victim: was the bully acting anonymously, was the material widely circulated and humiliating, how difficult was controlling the spread of the material?
- The motivation of the bully: was the incident unintentional or retaliation to bullying behaviour from others?
- Technology-specific sanctions for students engaged in cyber bullying behaviour could include limiting internet access for a period of time or removing the right to bring a mobile telephone into school.

The IKB Studio School parents/carers are exceptionally supportive and working closely with them will usually provide the most effective way of punishing a child found to have engaged in Cyber Bullying activity. The ultimate outcome is to reform the views of the student engaging in the bullying activities and for the student bullied to feel reassured and clear that justice has been done.

Appendices

Cyber Bullying Advice for The IKB Studio School Students

- Always respect others – be careful what you say online and what images you send to others and publish on websites.
- Think before you send or publish – whatever you send can be made public very quickly and could stay online forever.
- Treat your password like your toothbrush – keep it to yourself. Only give your mobile number or personal website address to trusted friends.

- Block the bully – learn how to block or report someone who is behaving badly.
- Don't retaliate or reply!
- Save the evidence – learn how to keep records of offending messages, pictures, video/films or online conversations.
- **Make sure you tell** an adult you trust, or call a helpline like ChildLine on 0800 1111 in confidence. You could also speak to the provider of the service to see where to report incidents;
- At our school – speak to any member of staff. Your tutor will usually be the best person to start with.
- Finally, don't just stand there – if you see cyber bullying going on, support the victim by reporting the bullying. How would you feel if no one stood up for you?

*This advice is based on information from the Government's
Department for Education.*

Cyber Bullying Advice Advice for Parents and Carers

- Be alert to your child seeming upset after using the internet or their mobile phone. This might involve subtle comments or changes in relationships with friends. They might be unwilling to talk or be secretive about their online activities and mobile phone use.
- Monitor internet use closely – your child may be suffering in silence.

- Talk with your children and understand the ways in which they are using the internet and their mobile phone. Look also at the key messages for IKB Students on Cyber Bullying (page 10).
- Use the tools available on your computer. Find out how to turn on in-built internet safety features.
- Remind your child not to retaliate to messages.
- Keep the evidence of offending emails, text messages, files/videos or online conversations.
- Be aware, your child could be a cyber bully as well as be a target of cyber bullying.

Report cyber bullying:

- Contact your child's Senior Coach or Tutor if you think it may involve another student so that we can take appropriate action.
- Contact the service provider (Facebook, Bebo, MSN, Myspace).
- If the cyber bullying is serious and a potential criminal offence has been committed, you should consider contacting the police. The school will support parents/carers in this.

*This advice is based on information from the Government's
Department for Education.*

Appendix 1: Form to be used by members of staff investigating:

Student (Victim).....Student(Aggressor)
Member of staff leading investigation.....

1. PROCESS FOR BULLIES

Please tick ✓

- Formal warning for the first offence with a letter from Senior Coach to parents/carers informing of a SLT detention.
- The teachers of the aggressor are informed so that they can look out for any bad behaviour/bullying in lessons.
- Informal or formal counselling for the aggressor with

If bullying continues (2nd offence with same person):

- Formal Conference with parents/carers Date
- Isolation Date
- Move the aggressor to a different Tutor Group/Learning group or other half of the year where possible.

If bullying continues (Final Warning)

- Fixed Term Exclusion Date
- Conference with parents/carers hosted by Principal.
- If the bullying persists after this warning then Permanent Exclusion may follow at the discretion of the Principal.

2. PROCESS FOR VICTIMS:

- Phone call/letter home to let parents know what is happening with identification of the aggressor not given – no ‘naming and shaming’.
- Offer of sixth form/upper school ‘buddy’.
- Senior Coach investigating will update the victim’s Tutor on what is happening to tackle the problem.
- Contact parents/carers of the victim to explain the action taken.

We are obliged to log all forms of bullying. Please pass to student support.
 Logged Student Support Assistant Checked DHT (Students)
 Copied to both student’s files Student Support Assistant

Signed :

Principal

Chair of Governors

Review Date May 2016