



Anti-Bullying Policy

	TO BE REVIEWED BY GOVERNORS' PERSONAL DEVELOPMENT, BEHAVIOUR and WELFARE COMMITTEE
Reviewed in	June 2018
Governor Name:	Naresh Chauhan
Governor Signature:	<i>N Chauhan</i>
Next Review	Sept 2019

One Vision

To develop an inclusive, dynamic, high achieving learning community, where all students and staff are happy, whilst being supported and encouraged to be ambitious, achieve personal success and make a positive difference to their world.

Be happy, be ambitious, make a difference.

Our mission statement for Anti-bullying work:

Everybody has the right to feel safe all of the time.

Nobody has the right to make others feel unsafe.

Named person(s)

Deputy Headteacher (Personal Development) – **Mr Bill Morris**

The named governor link for Anti-bullying is **Mr Naresh Chauhan**

Who do you contact if you have a concern?

In the first instance students who experience bullying should speak to their form tutor, subject teacher or one of the trained Anti-Bullying Ambassadors. There is a Head of Year (HoY) attached to each year group and an Achievement Coordinator for Year 10 who will deal with more serious incidents, plus two Behaviour Support Workers (**Anton Amoo and Alex Bale**) who record all incidents relating to bullying and actively work with students to help resolve issues in college.

These members of staff link with parents and external agencies to support students and increase their confidence to help avoid bullying situations; and when they occur to have strategies in place, including reporting the behaviour.

In addition, our College Prefects in Years 10-13 play a major role in resolving lower-level incidents of bullying through peer mediation and conflict resolution. Several college prefects (around 15) have been specially trained through the Princess Diana Trust as Anti-Bullying Ambassadors (ABAs) to support students who experience bullying. The ABAs have written a more 'student friendly' version of this policy which is attached to this document.

Students can also raise their concerns on-line through the 'defeat bullying' confidential e-mail address

defeatbullying@cityleicester.leicester.sch.uk

What is bullying?

The Anti-Bullying Alliance define bullying as: **the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal or psychological. It can happen face-to-face or through cyberspace.** (*Anti-bullying Alliance 2012*)

This can include:

- Cyber bullying e.g. sending abusive texts, e-mails, or messages via social media
- Physical e.g. hitting, punching, kicking, inappropriate touching
- Verbal bullying e.g. name calling, teasing, threatening
- Relational e.g. ignoring, leaving out, spreading rumours or intimidating
- Racist – oppressive behaviour perpetrated against another person on the basis of their ethnicity, race, religion or culture
- Disability- oppressive behaviour perpetrated against another person on the basis of their disability or special educational need
- Homophobic e.g. oppressive behaviour related to a person's sexual orientation including inappropriate use of the word 'gay'.
- Indirect e.g. stealing, damaging belongings, targeted graffiti

Definition of "hate crime".

Any incident which may or may not constitute a criminal offence, which is perceived by the victim or any other person, as being motivated by prejudice or hate based on:

Social class, Sexuality, Race, Disability, Gender, Religion, Physique, Difference.

Who gets bullied?

Anyone can become the target of such behaviour. All members of our community are at risk of getting bullied.

Who bullies?

Any member of the community could be responsible for bullying behaviour: student-student, student-adult, adult-student, adult-adult. It is important that as a member of the school community we take care to be respectful to one another and not take part in any behaviour that could be seen as bullying. It is expected that all adults in our community will model anti-bullying, inclusive behaviours.

Proactive strategies

- There is extensive work in supporting students' transition from primary to secondary, including school visits and collection of data relating to peer relationships.
- All students get a clear message that bullying will not be tolerated and that there is always someone in college to whom they can talk. This is

reinforced through assemblies and form tutor activities. We always take part in activities during National Anti-Bullying week and have recently subscribed to the Princess Diana Trust which is dedicated to combatting bullying in all its forms.

- Students are required to sign our Anti-bullying Charter in their Student Planner at the beginning of each year.
- The Personal Social Enterprise (PSEnt) programme supports students in developing positive relationships and encourages students to access support; shows them how to assess risk; and how to keep themselves safe.
- We regularly gain the views of our students, staff and parents through evaluation questionnaires.
- We continue to develop the work of the College Prefects as anti-bullying ambassadors and peer mediators, so that students can access support and advice from their peers, supported and monitored by a member of College Leadership Team (CLT) as well as the Behaviour Support Workers (BSW).
- College Prefects are on duty every day, in different Hubs, so they are immediately accessible. They can be recognised by their Prefect shield badges (colour-coded by year group) worn on their lapels. Anti-Bullying Ambassadors will also be displaying their light blue Diana Award ABA badges and may also be wearing red varsity jackets.
- Lunchtime duty staff and the College Leadership team are a visible presence around College at lunch and break times to ensure students feel safe.
- Through the pastoral care systems we are observant and respond to student concerns about friendship difficulties or an incident where a student reports feeling bullied.
- We try to resolve difficulties that arise at an early stage before a bullying pattern is established, through skilful use of no blame and restorative justice techniques, including mediation. Key staff will include form tutors, Heads of Year, AchCos, Special Educational Needs (SEND) staff, Mentors and Behaviour Support.
- Collect and record information – this is vital, and at each stage, accurate records/ statements must be taken and stored using the main admin system SIMS or CPOMS. Behaviour Support staff (Anton Amoo and Alex Bale) will monitor patterns of bullying when it occurs and deal with all day to day issues including resolution and mediation. Where more serious bullying occurs, incidents will be passed to the relevant member of the pastoral team, College Leadership Team or appropriate external agency.
- Where both parties feel aggrieved, students are given a clear message that identified behaviour will be considered to be bullying and reported as such on a student record if there is a **repeat** occurrence. Parents are informed of this as an outcome if there are further incidents.
- We give identified students additional support for dealing with social and emotional issues.
- The School Counsellor (**Karena Anderson**) is also available to support students whose health is affected as a result of bullying.

Reactive strategies

In a situation where bullying behaviour has been identified there are a number of strategies that will normally be employed:

- Parents of all students involved will be notified as soon as possible. It is our intention to work together with parents in supporting our students.
- The first time a bullying incident occurs, we will try to use the 'no blame approach'. This focuses on encouraging people to empathise with one another, understanding each others' feelings. At this stage, no sanctions are applied in an attempt to restore or build relationships between those involved. This approach requires those involved to decide on solutions and agree a way forward through the mediation/ conflict-resolution process.
- If this strategy is deemed inappropriate due to the nature of the incident, then students will be withdrawn to behaviour support during social times for a fixed period.
- If bullying behaviour persists a meeting will be held with parents and the student will receive an appropriate sanction e.g. a Stage (3 or 4), internal or fixed-term exclusion depending on the nature and context.
- Persistent bullying and refusal to respond to these sanctions may result in a fixed term exclusion or, in extreme cases, permanent exclusion.
- If bullying is deemed to be homophobic or racist, this will be recorded separately on SIMS as a stage 4 incident and appropriate sanctions applied.
- Bullying on the way to and from college or outside college hours e.g. cyber-bullying will be treated in the same way as if the incident had occurred in college.
- Alongside the sanctions, all students involved in the bullying incident will have access to support from a member of the inclusion Team.

Colleagues who deal with incidents on a day-to-day basis receive specific training for dealing with bullying incidents on an annual basis. All college staff receive regular training and updates on Anti-bullying work as part of their on-going professional development, and the induction programme for new staff.

Students are encouraged to act as positive members of the school community. Rewards are given to students who demonstrate consideration for others, and who show empathy and behave in a caring way. On the other hand, students who engage in bullying behaviours will be sanctioned for their actions.

Procedures to follow

Procedure for a student feeling bullied:

Several Times On Purpose

Start Telling Other People

- Remember the strategies developed through Personal and Social Enterprise
- Speak to your Form Tutor, Head of Year, AchCo, Behaviour Support Worker, Mentor or any adult you trust in school.
- Tell parents or friends and ask them to help you to get things sorted out in school

Procedure to follow if you are a student and witness bullying:

Several Times On Purpose

Start Telling Other People

Have confidence that bullying will be acted upon. Speak up and do not tolerate bullying.

- Don't help the bully by joining in – this often makes things harder to sort out
- Let a teacher or other adult know what's happening
- Try to be a friend to the person being bullied
- Try to be friendly to the bully, but even if you can't be friends, being kind can sometimes help the bully to stop bullying

Procedure to follow if you are a teacher and witness bullying or have bullying reported to you. If a student comes to you, you are important to them:

- Provide a time to listen to the student if you are informed that there is a concern
- Be aware of the range of strategies available (Protective Behaviours/Peer support/Mentor/No Blame) and either act yourself or ensure you have passed the concern on to someone who will act on it. (Form Tutor, Behaviour Support, College Prefect, Head of Year/ AchCo)
- Follow up on the concerns to see if the student is feeling more confident
- Let parents know that concerns have been expressed and the strategies you will try, to help and support the student.
- Reassure the student that they have been listened to.
- Always challenge comments that are racist, sexist or homophobic so that respect for others becomes the norm.

Parents

If parents become aware of a bullying situation, it is important that it is reported to school staff immediately. In the first instance please make contact with your child's **form tutor**.

If you have general concerns related to Anti-bullying work at The City of Leicester College, please contact the Deputy Head Teacher (Personal Development) Mr Bill Morris on (0116) 2413984 (ext 130) or wmorris@cityleicester.leicester.sch.uk

Complaints procedure

If you are unhappy about the way in which an incident has been dealt with, please contact the Deputy Head Teacher (contact details above), the Head Teacher (Miss Anne Gregory) or the link anti-bullying governor (Mr Naresh Chauhan) via the main college switchboard.

Reporting, recording and monitoring

Individual incidents of bullying will be recorded using the college's information management system (SIMS). Parents/carers of the bully and bullied will be notified and students who are responsible for bullying behaviour will be closely monitored over an agreed review period of 2-6 weeks. If bullying behaviour persists, then parents will be called to a meeting with relevant staff. Please be aware that bullying behaviour can result in exclusion, dependent on the nature and severity of the specific incident(s).

The occurrence and nature of bullying behaviour is monitored through a number of channels:

1. Individual student evaluation questionnaires
2. Behaviour for Learning data (SIMS)
3. Monitoring of fixed term exclusion data

Anti-bullying is a regular agenda item on the Governors' Personal Development, Behaviour and Welfare Committee where support and challenge is provided in developing this work.

Information is also reported back to the College Leadership Team (CLT) who devise appropriate strategies such as supporting specific year groups or form groups as required.

These measures are used to review the effectiveness of the policy and will inform future development to ensure that bullying is dealt with effectively at The City of Leicester College.

Consultation and distribution arrangements

This policy has been drawn up in consultation with the College Prefects, Year Group Councils and the Governors' Personal Development, Behaviour and Welfare Committee. The policy is available to view on the school website.

CONTACT LIST 2017-18

Achievement Coordinators/ Heads of Year

Year 7	Mr P McLintock (Head of Year)
Year 8	Mr P Davey (Head of Year)
Year 9	Ms K Frederick (Head of Year)
Year 10	Miss J Nisbett (Achievement Coordinator)
Year 11	Ms S Powell (Head of Year))
Year 12	Mr D Bhatt (Achievement Coordinator)
Year 13	Mr A Cruickshank (Achievement Coordinator)

Behaviour Support Workers:

Anton Amoo
Alex Bale

Deputy Head Teacher (Personal Development): Mr Bill Morris

Link Governor for anti-bullying: Mr Naresh Chauhan

Telephone: (0116) 2413984 ext 130

Useful websites:

www.digizen.org
www.beatbullying.org
www.anti-bullyingalliance.org.uk
www.ceop.police.uk
www.stonewall.org.uk

Useful Publications:

Preventing and Dealing with Bullying; 101 top tips for parents (Dr Julia Casey) available via www.futurelinkpublishing.co.uk

Supporting information

Bullying by race, gender, sexual orientation or disability.

In racist bullying, a child is targeted for representing a group, and attacking the individual sends a message to that group. Racist bullying is therefore likely to hurt not only the child being bullied, but also other students from the same group, and their families. In the 1999 MacPherson Report, racist bullying was defined as 'any incident which is perceived to be racist by the victim or any other person'.

Racist bullying includes: Verbal abuse by name-calling, racist jokes and offensive mimicry; physical threats or attacks; wearing of provocative badges or insignia; bringing racist leaflets, comics or magazines; inciting others to behave in a racist way; racist graffiti or other written insults — even against food, music, dress or customs; refusing to cooperate in work or in play

Sexual bullying has an impact on both genders. Boys are also victims — of girls and other boys. A case of proven sexual assault is likely to lead to the exclusion

of the perpetrator. In general, sexual bullying is characterised by: abusive name-calling; looks and comments about appearance, attractiveness, emerging puberty; inappropriate and uninvited touching; sexual innuendoes and propositions; pornographic material, graffiti with sexual content; in its most extreme form, sexual assault or rape Sexual bullying can also be related to *sexual orientation*, including homophobia.. Students do not necessarily have to be lesbian, gay or bisexual to experience such bullying. Just being different can be enough.

Students with *special educational needs* or *disabilities* may not be able to articulate experiences as well as other children. However, they are often at greater risk of being bullied, both directly and indirectly, and usually about their specific difficulties or disability.

Information and strategies in place to deal with incidents:

- An awareness that even young children can understand the consequences of their actions.
- Staff who listen carefully to students and provide opportunities for them to express views and opinions.
- Good relationships and communication with parents.
- Developing Peer mediation and Mentor roles.
- Multi-agency working with CEOP (Child Exploitation and On-line Protection service) police, youth service, Connexions, Time to Talk and others.
- Involve parents and the wider community.
- Explore issues of diversity and difference – discussing what schools and society can do to end discrimination through the curriculum.
- Use single-sex groupings to explore sensitive issues.
- Ensure that the school site is well supervised, paying attention to areas where students may be vulnerable.
- Guaranteeing confidentiality and appropriate advice to students – signposting to counselling.
- Having a curriculum that is Inclusive thus avoiding undue attention to differences between SEN children and others.
- Making classroom activities sensitive to needs.
- Teaching assertiveness and other social skills.
- Teaching children who are being bullied to say 'no' or get help.
- Providing special resource rooms at breaks and lunchtime.



Student

Anti – Bullying Policy

Our Aim:

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

Be happy, be ambitious, make a difference

Our mission statement for Anti-Bullying work:
Everybody has the right to feel safe all of the time. Nobody has the right to make others feel unsafe.



**Mr Morris – Deputy Headteacher
(Personal Development)**

Who do you contact if you have a concern?

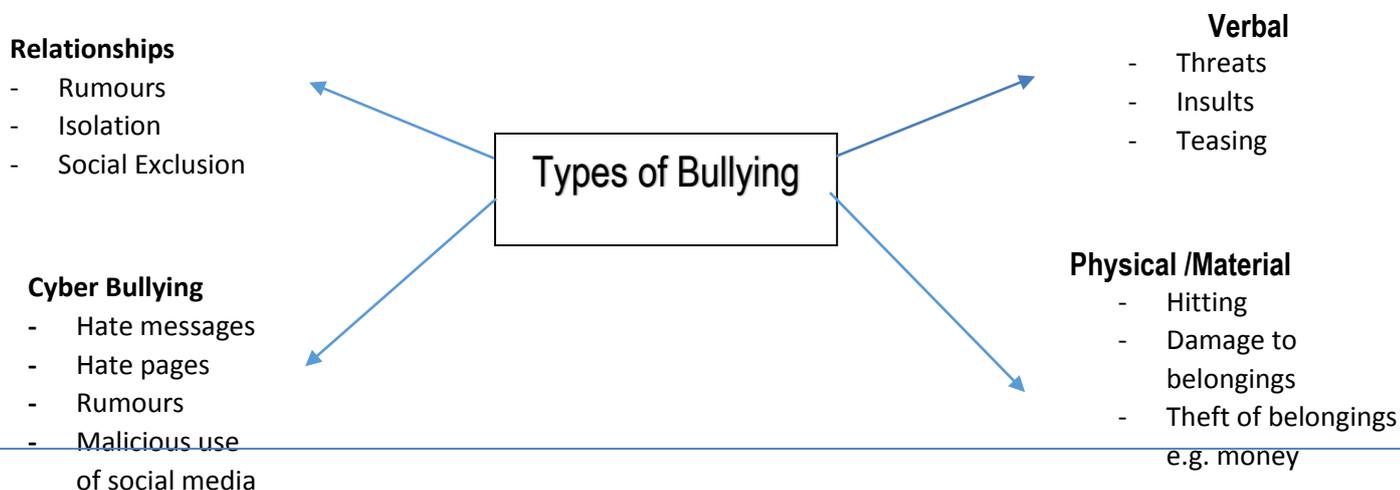
Students should speak to their form tutor or subject teacher if you have any concerns or worries. There are Achievement Coordinator/Head of Years who will deal with more serious concerns/incidents. Students can also go to Behaviour Support workers (Anton Amoo or Alex Bale) who record all incidents relating to bullying and actively work with students to help resolve problems. Our College Prefects in Years 10 and 11 also play a major role in resolving low level incidents of bullying through peer mediation.

These members of staff link with parents and external agencies to support students and increase their confidence to help avoid bullying situations. Students can also raise their concerns online through the 'defeat bullying' confidential email address: defeatbullying@cityleicester.leicester.sch.uk

Bullying

What is bullying?

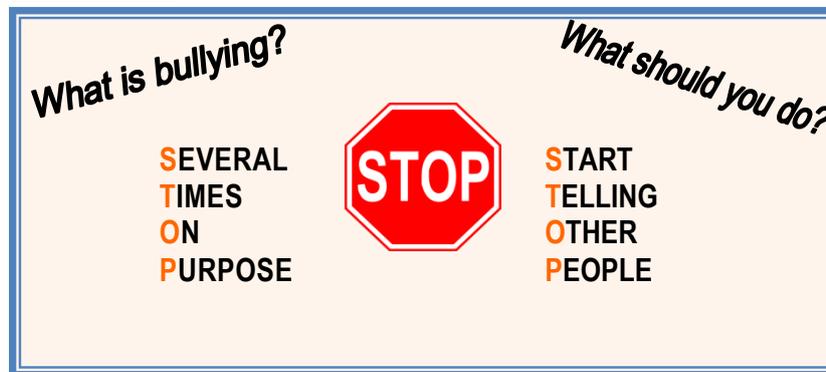
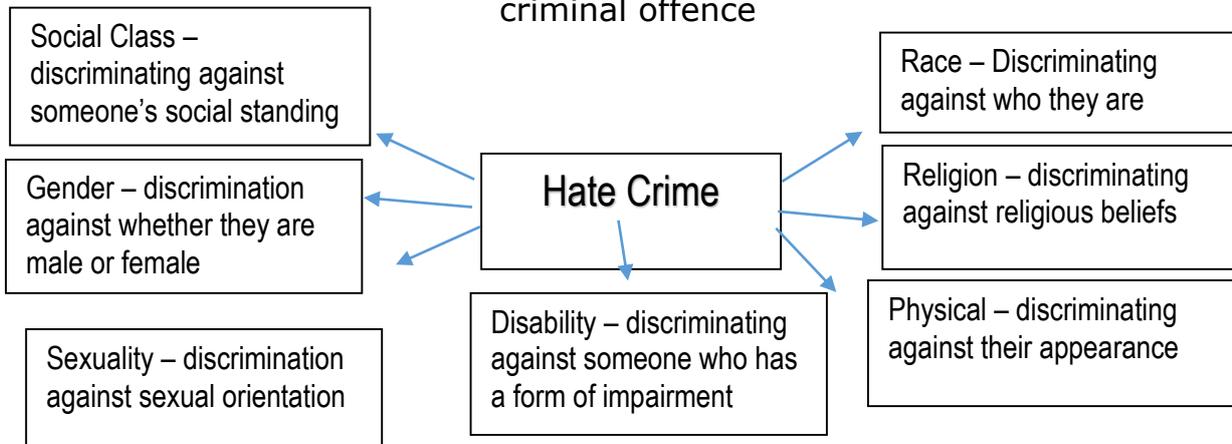
Bullying is when a person is harmed intentionally and repetitively. This can be done verbally, indirectly and physically. Anyone can be bullied and anyone can bully.



Hate Crime

What is hate crime?

Hate crime is when someone is prejudices against someone else because of their gender, race, sexuality etc. Hate crime can be classed as a criminal offence



Anti-Bullying Charter

As a college we will:

- Take bullying seriously when it is reported
- Support the victims of bullying so they don't feel alone
- Support everyone involved and try and get to the source of the problem/bullying
- Talk to the victims and bully who may go through some mediation (meeting), sanctions (punishment) or exclusion if the situation were to escalate

As a student I will:

- Not turn a blind eye to victimisation or bullying
- I will report the bullying if recognised, to a member of staff, Prefect or parent/carer
- I will help reassure the student they are not alone and will provide support

If I am being bullied:

- I will report it to a member of staff who will listen, support and help me.

If I display bullying behaviour:

- I accept that my behaviour will have to change with immediate effect
- I will be listened to and helped as to why I am behaving in this way
- I will accept support and encouragement to change my behaviour
- I accept that if I continuously bully people I will be excluded from college

Proactive strategies:

(Taking action now to prevent future problems)

- During the transition from Primary to Secondary, we work on a one to one basis with parents/carers to collect data regarding past history
- All students get a clear message that bullying will not be tolerated and that there is always someone in College to whom they can talk. This is reinforced through assemblies, form tutor activities and National Anti-Bullying week
- Students are required to sign our Anti-Bullying charter in their student planner at the beginning of each year
- The Personal Social Enterprise lessons support students in developing positive relationships and encourages students to receive support and how to keep themselves safe
- We regularly collect data from students, staff and parents through questionnaires
- In College, all students can approach College Prefects as Anti-Bullying ambassadors and peer mediators throughout the day. They can be identified by their Prefect shield badges.
- Students are able to access the College leadership team such as Form Tutors, Head of Year, Special Education Needs staff, Learning Mentors and Behaviour Support Workers.
- At each stage, incident report forms are completed by Anton Amoo and Alex Bale if bullying is witnessed or reported, on the College information management system.
- Parents are informed if the situation escalates
- The College Counsellor (Karena Anderson) is also available to support students who are victims of persistent bullying and are dealing with social and emotional issues.

Reactive strategies

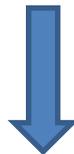
(Action taken after the situation has occurred)

- As soon as the bullying has been reported, parents are informed immediately
- The first time a bullying incident occurs, those involved will go through the mediation process using the 'no blame approach' which allows them to consider each other's feelings
- If this strategy is unsuccessful, then students will be taken to Behaviour Support

- If bullying behaviour continues, a meeting will be held with parents and the student will receive an appropriate sanction e.g. a Stage 3 or 4 depending on the nature and context
- Persistent bullying and refusal to respond to these sanctions may result in a Fixed Term Exclusion or, in extreme cases, Permanent Exclusion
- If bullying is Homophobic or Racist, this will be recorded separately as a Stage 4 incident and appropriate sanctions applied
- Bullying on the way to and from College or outside of College hours e.g. Cyber Bullying, will be treated in the same way as if the incident has occurred in College
- Alongside the sanctions, all students involved in the bullying incidents will have support from Inclusion

Reporting, recording and monitoring bullying

Individual incidents of bullying will be recorded using the College's Behaviour for Learning system and will be logged on the College's information management system



Parents will be notified and students who are responsible for bullying behaviour will be closely monitored over an agreed period of 2-6 weeks



If bullying behaviour persists, then parents will be called to a meeting with relevant members of staff



Bullying behaviour can result in exclusion, depending on how severe the incident(s) is/are

Useful websites:

www.digizen.org

www.beatbullying.org

www.anti-bullyingalliance.org.uk

www.ceop.police.uk

www.stonewall.org.uk

Contact List

Achievement Coordinator/Head of Year



Year 7 – Head of Year - Mr McIntock



Year 8 – Head of Year – Mr Davey



Year 9 – Head of Year – Ms Frederick



Year 10 – Achievement Coordinator – Mrs Nisbett



Year 11 – Head of Year – Ms Powell



Year 12 – Achievement Coordinator – Mr Bhatt



Year 13 – Achievement Coordinator – Mr Cruickshank

Behaviour Support Workers



Anton Amoo



Alex Bale

Racist Bullying

“Any incident which is perceived to be racist by the victim or any other person” 1999 Macpherson report definition of racist bullying

Racist bullying includes;

- Verbal abuse – name calling, racist jokes, offensive mimicry
- Physical threats to attacks
- Bringing racist leaflets, comics or magazines
- Racist graffiti or other written insults
- Inciting others to behave in a racist way

Sexual bullying:

Impacting on both genders – boys are also victims

Sexual bullying is characterised by;

- Abusive name calling
- Looks and comments about appearance
- Emerging puberty
- Inappropriate and uninvited touching
- Pornographic material
- Graffiti with sexual content
- Sexual assault or rape
- Sexual orientation can also be related to sexual bullying
- Homophobia
- You do not have to be a lesbian, gay or bisexual to experience such bullying. Just being different is enough.

Student with Special Educational Needs or Disabilities

These students may not be able to articulate experiences as well as other children. This causes the student to be at greater risk of being bullied directly and indirectly usually about their disabilities/difficulties.

Information and strategies to deal with incidents

- Make sure the child understands the consequences of their actions
- Staff talking and listening to students and provide opportunities for them to express views and opinions
- Good relationships and communication with parents
- Developing a meeting with the students
- Involve parents
- Make sure the College site is well supervised paying attention to areas where students may be vulnerable
- Guaranteeing confidentiality and appropriate advice to students
- Teaching students who are being bullied to say ‘no’ or get help
- Providing special resource rooms at breaks/lunchtimes