



ANTI BULLYING POLICY

Policy/Procedure creator: Senior Management Team

Policy/Procedure created/reviewed: 01/02/2022

Centre Name	MEPA Academy
Centre Number	61710
Date policy first created	01/09/2021
Current policy reviewed by	Kate Williams
Current policy approved by	Mandy Ellen
Date of next review	10/09/2022

Key staff involved in the policy

Role	Name
Exams officer	Kate Williams
ALS lead/SENCo	Claire Ross
Senior leader(s)	Mandy Ellen and Emma Finch
Head of centre	Mandy Ellen
Other staff (if applicable)	Not Applicable

This policy is reviewed and updated annually to ensure that access arrangements process at MEPA Academy is managed in accordance with current requirements and regulations.





ANTI-BULLYING POLICY

Anti-Bullying Statement

Everyone has the right to feel safe and secure in school. We aim to encourage everyone to respect and value one another. All pupils are entitled to receive their education free from humiliation, intimidation, oppression and abuse. It is the responsibility of all staff to ensure that teaching takes place in an atmosphere that is caring and protective.

Aims of this Policy

This policy has been produced to co-exist with *The Education and Inspections Act 2006*, *The Equality Act 2010*, and the school's Behavior, Rewards and Sanctions Policy, Safeguarding Policy, Acceptable user, e-safety and Code of Conduct. The aim of this policy is to produce a safe and secure environment where all children can flourish, an environment where bullying is unacceptable and measures are in place to reduce its likelihood.

This Anti-Bullying Policy and the school's Behavior, Rewards and Sanctions Policy are seen as working towards the same end and both policies were developed concurrently.

- a) The school expects a high standard of good behavior and value is placed on qualities of self-discipline, independence, initiative and mutual respect;
- b) Our aim is to have firm but fair discipline in a relaxed, caring and friendly atmosphere;
- c) Pupils are expected to consider other people and their feelings. they should treat others as they would expect to be treated themselves.

BULLYING, OF ANY KIND, VIOLATES THESE STATEMENTS AND, THEREFORE, WILL NOT BE TOLERATED.

Objectives of this policy

- a) To provide a happy, friendly school environment where bullying is not tolerated.
- b) To promote an anti-bullying message and to encourage all members of the school to act with tolerance, courtesy and consideration towards others at all times.
- c) To involve all staff, parents and pupils in combating bullying and making it unacceptable at MEPA Academy.
- d) To encourage pupils who are being bullied or who observe bullying to inform staff.
- e) Above all, to try and prevent bullying happening in the first place.

What is bullying?

Bullying is behavior by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally (DfE - *Preventing and Tackling Bullying*, October 2014). Areas of potential bullying include racial, religious, cultural, cyber, sexual/sexist, homophobic, biphobic transphobic, disability or intimidation. It can occur directly or through cyber-technology (social, websites, mobile phones, text messages, email and photographs)



Bullying can be:

- Persistent;
- Intimidating, fearsome, stressful;
- Pre-meditated;
- Demoralising;
- Physical;
- Psychological;
- Humiliating, demeaning, threatening;
- The use of a superior position of strength to intimidate;
- A process designed to lower self-esteem; and
- Carried out by individuals or by groups.

Bullying includes:

- Name calling or mocking;
- Physical violence - hitting, kicking, punching, damaging property;
- Demands for money or possessions;
- Hiding someone's possessions;
- Pressurising others to do something they do not want to do - for example, another pupils homework;
- Threatening behavior;
- Initiating and spreading nasty or false rumors;
- Deliberately leaving people out or not talking to them;
- Teasing and tormenting a person about their social class, race, gender, personal appearance, school performance, possessions, disabilities or other personal traits;
- Sending unpleasant notes or making someone the subject of graffiti;
- Touching another person against their will;
- Sexual harassment; and
- Using technology such as email, the Internet, texts and the like, to insult, provoke, threaten, demean or otherwise intimidate and upset the victim.
- Anything that comes under the umbrella term of banter.

A bullying incident will be addressed as a child protection concern when there is reason to suspect that a child is suffering or is likely to suffer significant harm. Where this is the case, that staff member should report their concerns to the Designated Safeguarding Lead (DSL) . See Safeguarding Policy

Children who are bullied can suffer great psychological stress that has even resulted in suicide. There are a number of well-known symptoms, especially if they are the victim of persistent bullying. Behavior to be aware of is:

- Regularly feeling sick or unwell in the mornings;
- Reluctance to make the journey to and from school;
- Money or possessions going missing;



- Clothes or school bag torn;
- Wanting extra pocket money for no particular reason;
- Unexplained cuts and bruises;
- Taking different routes to school;
- Becoming withdrawn, suffering from loss of self esteem and negative self-image;
- Nightmares, depression and impaired concentration;
- Self-harm;
- Not wanting to leave the house or disinclination to attend school; and
- Reluctance to take openly about school friends.
- School absence

THE DUTIES AND RESPONSIBILITIES OF THE SCHOOL

How the school will work to promote the anti-bullying message

What staff will do:

- All staff will praise and encourage cooperative, caring behavior;
- All staff will promote positive relationships by demonstrating, through their own behavior, that it is better for everyone to respect and care for each other;
- Staff will provide an environment where children feel accepted and valued and are able to speak freely;
- All staff need to be aware of areas of the school where bullying might take place and to be sensitive to the times and situations where it is more likely to happen (for example, in changing rooms, at break time, and in lunchtime queues). Bullying can take place discreetly in classroom situations; teachers should be observant and act firmly and swiftly if they suspect or find evidence of bullying;
- Openly discuss differences between people that could motivate bullying such as religion, disability, sexuality;
- Staff will treat all allegations of bullying seriously and will investigate each incident. Pupils may see failure to respond to incidents or allegations as evidence that bullying is tolerated. Bullying Incident Report Forms will be completed and forwarded to the Senior Management Team.
- Staff will watch for signs of distress in pupils. This might present as deterioration of work, late arrival for lessons, hanging back when the lesson is over, regular illnesses, isolation, and wanting to be with adults rather than peers;
- Staff will challenge any prejudice-based language from pupils;
- Staff will refer bullying incidents to the DSL if there is reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm (see the MEPA Academy Safeguarding Policy); and
- Staff will be alert to pupils who may be vulnerable and at risk of bullying, e.g. SEN and LGBT+ pupils.

What the Senior Management Team will do:

- School assemblies will be used to promote this Anti-Bullying Policy;
- We will promote anti-bullying strategies and build resilience within our pupils as part of our Personal, Social, Health and Education (PSHEE) programme. The topics of inter-personal relationships and the effect of attitudes and behavior on one other are covered extensively. In addition, bullying is discussed in form groups, in English and Drama lessons and in whole-school assemblies. The PSHE Coordinator will ensure that (Schemes of Work) SOW reflect the school's anti-bullying approach;



- The Senior Management Team will notify the Principal of any serious cases or of any ongoing situations;
- The Senior Management Team will keep an annual log of all bullying incidents including a separate racism log.
- The Senior Management Team will conduct an annual review of the bullying log to evaluate the effectiveness of the school's procedures and to enable patterns to be identified. Any suitable actions then taken to reduce the incidence of bullying will be recorded.

What the school will do:

- Each subject, where appropriate, will incorporate the anti-bullying message into their teaching;
- The anti-bullying message will be reinforced at the beginning of each year and during anti-bullying week and safer internet week.
- This Anti-Bullying Policy will be issued to all relevant parties in order to ensure that it is fully understood. It will be discussed amongst staff and pupils, there will be opportunities to ask questions, scenarios will be given, and appropriate courses of action will be discussed;
- This policy will be made available to all parents of pupils at MEPA Academy. We will urge parents of Year 7 pupils to discuss the anti-bullying message
- Children identified as victims of bullying will be counselled by an appropriately trained member of staff. If necessary, they will be offered training in assertiveness and how to deal with bullies;
- Every effort will be made to ensure that any sanctions imposed are fair and appropriate and that they are applied in a non-humiliating, non-bullying way;
- Educational elements like drama and dance will be used as platforms to address differences between people and support the school's anti-bullying message; and
- Staff will be given opportunities for training in ways to deal with pupils who bully and those being bullied. The knowledge gained will be disseminated to all staff.

ADVICE FOR STAFF, PARENTS AND PUPILS AS TO THE BEST WAYS TO WORK WITH BULLIES AND VICTIMS.

FOR STAFF

Working with victims

It must be recognised that the first priority is to support and protect the victim of bullying. Staff should also offer support to counter feelings of inferiority and guilt. Ongoing support is crucial. A bullying Incident Report Form (**Appendix 3**) must be filled out and put in the relevant pupil's files, following an investigation.

It is also important to offer support to witnesses and pupils who join in on the sidelines, because they may fear that they will be the next target.

Working with bullies

Bullying is abnormal human behavior, often caused by insecurities within the bully, such as a need to gain power over another human. They may be bigger and older, have poor school records and be aggressive to teachers and siblings. They may even have been victims of bullying themselves.



Staff need to consider:

- The antecedent conditions making the bully behave as he or she is;
- The behavior itself; and
- What the consequences of the behavior are and whether this might be perpetuating the bullying.

Working with parents

Bullying is a highly emotive issue and the parents/carers of victims can rightly become very distressed on behalf of their child and can feel helpless. The parents/carers of bullies often do not know this is happening and may also feel very vulnerable and defensive when they find out.

- Not every single case of bullying will necessarily be reported to parents, but the expectation is that most will be. It will depend on the circumstances and severity.
- Staff should make the actions that were taken, why we are taking them and what they can do to reinforce our actions clear to the parents/carers of victims and bullies.
- We urge parents/carers to contact us immediately if they have any suspicion of bullying; we are sometime unaware of the problem.

FOR PUPILS

What you should do if bullying is taking place

If you are being bullied or you know of someone else being bullied - **TELL SOMEONE**. Don't blame yourself for what has happened.

- Tell your parents and, in school, tell your Form Tutor or any other chosen adult whom you trust;
- If it is urgent TELL the nearest adult. If they do not listen, tell someone else. Don't give up; you don't tell things could get worse. If the person you want to tell is very busy, ask them when they can see you and spend some time with you; and
- Walk away from any dangerous situation and GET HELP.

As well as telling, you can help to stop bullying by:

- Being friendly towards people you know are being bullied, including them in your discussions, games, break time and lunchtimes;
- Not laughing when someone is being bullied.
- Stating out loud that you don't like what is going on;
- Not joining in;
- Writing your concerns down on a piece of paper and giving it to a teacher.
- Not being a bystander.

What will happen if you are found to be bullying someone



In every case, the incident will be taken seriously, and the responses can include some or all of the following;

- You will have to explain your behavior to a member of staff;
- An account of what you have done will be written down
- Your parents will be informed of the incident
- The relevant Senior Management Team member will keep a record of the incident in your file for a specified period of time;
- You will have to apologise to the person you bullied;
- You will have to replace or repair any possessions you damaged; and
- You will have to do something to improve things for the person you bullied.

Depending on the severity of the bullying incident you have been involved in, one or more of the following sanctions will apply:

- You will be interviewed by Senior Management Team and discuss the consequences of your actions
- Any privileges e.g. out at lunch will be removed
- You may be excluded from school for a fixed term or permanently in cases of persistent bullying;
- You may be required to explain your actions to police if you assault another pupil.

FOR PARENTS

What you should do if you think your child is being bullied

- Talk calmly with your child about their experience;
- Make a note of what your child says, particularly who was said to be involved; how often the bullying has occurred; where it happened, and what has happened. Staff should also collect any evidence, e.g. print outs of emails, texts etc;
- Reassure your child that they have done the right thing in telling you about the bullying and that there is nothing wrong with him/her;
- Encourage your child to report any incidents of bullying to a teacher immediately;
- Make an appointment to see your child's Form Tutor or Senior Management Team, even if your child is reluctant that you do so;
- We can only do something if we know there is a problem;
- Explain to the teacher the problems your child is experiencing;
- Do not encourage your child to hit back. It will only make matters worse;
- More positively, encourage your child to recruit friends
- Teach your child assertive behavior and identify ways in which your child should respond to the bully - showing assertive but not aggressive behavior

What to do if your child is bullying other children

Many children may be involved in bullying others at some time or another. Parents are often not aware that their child is involved in bullying and may find it difficult to accept that their child could be involved. Should such a situation arise, we would ask parents to:

- Talk with your child. Explain that what they are doing is unacceptable and makes other children unhappy;
- Show your child how they can join in with other children without bullying; Make an appointment to see your child's Form Tutor or the Senior Management Team. Explain to the teacher the problems your child is experiencing. Discuss with the teacher how you and the school can stop him/her bullying others;



- Regularly check with your child how things are going at school; and
- Give your child lots of praise and encouragement when they are cooperative or kind to other people.

Bullying outside school premises

Where bullying occurs outside of the school, the school will investigate and act upon the incident accordingly and in line with the school's anti-bullying procedures. In all cases of misbehavior or bullying, the teacher can only discipline the pupil on the school premises (*Behavior and Discipline in Schools*, February 2014).

Bullying of/by staff

Occasionally, a staff member may become the victim of bullying by a pupil, parent or other member of staff. It is important that that staff member reports any incident to an appropriate member of staff and the incident is dealt with in accordance with the above-mentioned procedures. MEPA Academy is a community where every person has the right to feel safe and secure, free from humiliation, intimidation, oppression and abuse.

A complaint by a pupil against a member of staff will be investigated in accordance with the Safeguarding Policy - Dealing with allegations of abuse against a staff member. A complaint by one member of staff or MEPA employee against another will be investigated in accordance with the **Staff Handbook**.

In order to carry out a formal investigation, the person making the allegations must provide written details of the incident(s) which have led to the complaint.

Review of the Anti-Bullying Policy

Review of Admissions Policy

Policy written:	July 2021
Policy reviewed:	January 2022
Next review date:	September 2022

Circulated to the Principal and teaching staff. This policy will be available to parents/carers and pupils on the website and on request.



Refer to the Anti-Bullying Policy and the Behavior, Rewards and Sanctions Policy.

Bullying Incident Report Form

Reported by:	Role:
--------------	-------

Date(s) of incident(s):.....

Time(s) of incident(s):.....

Location(s) of incident(s):.....

Details of people involved

Please include names, ages and each child's role: aggressor, victim, bystander, witness

.....

.....

.....

.....

Bullying incident related to: tick all that apply

Race	<input type="checkbox"/>	Appearance or health condition	<input type="checkbox"/>
SEN or disabilities	<input type="checkbox"/>	Sexual orientation	<input type="checkbox"/>
Gender	<input type="checkbox"/>	Religion or culture	<input type="checkbox"/>
Age	<input type="checkbox"/>	Cyber	<input type="checkbox"/>



Forms of bullying used (tick all that apply)

- | | | | |
|--------------------------|--------------------------|---|--------------------------|
| Physical aggression | <input type="checkbox"/> | Damaging or taking personal possessions | <input type="checkbox"/> |
| Deliberately excluding | <input type="checkbox"/> | Verbal threats | <input type="checkbox"/> |
| Name calling and teasing | <input type="checkbox"/> | Spreading rumours | <input type="checkbox"/> |
| Cyber-bullying | <input type="checkbox"/> | Extortion | <input type="checkbox"/> |
| Other (define) | <input type="checkbox"/> | | |

Frequency and duration of bullying behavior:

- | | | | |
|----------------------|--------------------------|---------------------------------|--------------------------|
| Once or twice | <input type="checkbox"/> | Persisting over two months | <input type="checkbox"/> |
| Several times a week | <input type="checkbox"/> | Persisting for more than a year | <input type="checkbox"/> |

Checklist (tick where appropriate)

- | | | | |
|--------------------------------------|--------------------------|-------------------------------------|--------------------------|
| Have parents/carers been notified? | <input type="checkbox"/> | Has action been agreed with victim? | <input type="checkbox"/> |
| Had individual discussions with all? | <input type="checkbox"/> | Are notes and comments attached? | <input type="checkbox"/> |



Has action been agreed with perpetrator?

Has a follow-up date been set?

Details of the actions agreed with everyone involved, including parents and carers where appropriate?

Follow-up review dates and interventions:

Completed by:

Role..... Date:

Checked by:

Role Date:

Outcome of follow-up and further actions taken:

Has the bullying stopped? Yes No

Describe any other outcomes: _____

