

Horizon Community College Anti-Bullying Policy



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ANTI-BULLYING POLICY

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Section 1 Statement of Intent

Horizon Community College is committed to working with students and parents to provide a caring, friendly and safe environment for all our students, so they can learn in a secure and supportive environment. Bullying of any kind is unacceptable at our college. If bullying does occur, all students should be able to tell someone and know that incidents will be dealt with promptly, severely and effectively.

The Principle and Purpose of this policy is to identify and combat all aspects of bullying inside the college including homophobic, racial, sexist and cyber bullying, through a whole college approach. Whilst the policy applies to incidents of bullying which take place on college premises, the college has an enduring interest in the welfare and conduct of its students and will respond positively to any information it receives outside of college.

Signed

(Executive Principal/Principal)

Date:

Signed:

(Chairperson of the Governing Body)

Date:

Section 2 What is Bullying?

A definition of Bullying – The Anti-Bullying alliance defines 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’*. Bullying can result in pain and distress to the victim.

Bullying can be:

- Emotional derogatory name calling of an insulting and/or personal nature. Demanding money, material goods or favours by means of threat or force
- Physical pushing, kicking, hitting, punching or any use of violence because of some perceived physical, economic, sexual, intellectual, cultural or racial difference
- Racial taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments
- Homophobic because of, or focusing on the issue of sexuality
- Repeated verbal name calling, sarcasm, spreading rumours, teasing, abuse and threats, ridiculing an individual
- Cyber Bullying – All areas of internet such as email and internet misuse. Mobile threats by texts messaging, calls, social media networking sites. Misuse of associated digital technology i.e camera and video facilities

Bullying is not one-off fall outs between friends.

Why is it important to respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect Students who are bullying need to learn different ways of behaving.

Section 3 Objectives of this Policy

1. All members of the college community (governors, teaching and non-teaching staff, students and parents) should understand what is meant by the term 'bullying'.
2. All members of the college community should know what the College's policy is on bullying and follow it when bullying is reported.
3. All members of college community should be actively involved in eradicating bullying.
4. As a college we take bullying seriously. Students and parents should be assured that they will be supported when bullying is reported.
5. Counselling and support must be available for the victims (the 'bullied'), and parents informed of all developments.

Section 4 Responsibilities

All Staff Responsibilities

- All staff (teaching and non-teaching) have responsibility for monitoring student behaviour both in and out of the classroom
- To implement procedures to confront bullying of any form
- To listen to all parties involved in incidents
- To investigate incidents promptly and as fully as possible
- To take appropriate action and to refer to Student Welfare / School Leadership teams / CLT as appropriate
- To record on SIMs any incidents involving bullying or racist / homophobic behaviours
- To share with parents of the victim and bully, incidents of serious and /or persistent bullying
- To promote the use of a range of learning styles and strategies which challenge bullying behaviour

Parent/Carers Responsibilities

- Parents/Carers are responsible for referring any anxieties/suspicious immediately to the appropriate form tutor, School Leadership Team e.g spurious illness, isolation, erratic attendance, loss of appetite, school 'phobia' - If in doubt contact the college.
- As a College we do have occasional instances of students sending and receiving unkind messages on social media sites. We would ask that parents and guardians are vigilant in monitoring their child's social media usage. It would be our advice that students do not use social media apps due to the concerns over misuse, overuse and exploitation. If parents do decide to allow their children to use social media apps they should ensure they comply with the minimum age guidelines (Age 13 minimum for Snapchat, Instagram, Facebook and Tik Tok). Parents and guardians should also hold the password for these accounts and monitor their use regularly to ensure their child is neither sender nor recipient of unkind messages or anything that would cause harm.

Student responsibilities

- Students who identify tell-tale signs amongst friends should report concerns to form tutor and/ or relevant School Leadership Team

Section 5 Signs and Symptoms

A student may indicate by signs or behaviour that he or she is being bullied. All adults should be aware of these possible signs and they should investigate if a student:

- Withdrawal / sudden lack of confidence
- Is frightened of walking to and from the College
- Changes their usual routine
- Begins to truant
- Becomes anxious
- Starts stammering
- Attempts or threatens suicide or runs away
- Cries themselves to sleep at night or has nightmares
- Lack of friends
- Begins to do poorly on 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
- Has unexplained cuts or bruises
- Stops eating
- Illness at certain times or on certain days

Section 6 Reporting and Recording Procedures

See Appendix - Flow chart and Forms A, B, C, D

- Pupils are encouraged to always report any incidents of bullying regardless of whether they are the victim or a witness
- They are encouraged to tell someone what has been happening. They may go to any adult in the college, but particularly their form tutor or student welfare. They will want to know and to help. The pupil will be asked to fill in a 'Resolve Form' (Form A) when they report the incident
- Alternatively, pupils can request a 'Resolve Form' from student reception, the library or any Student Welfare office. They can complete it and hand it in at the library
- The member of staff investigating the incident will contact the pupil who reported the incident and arrange for the case to be investigated
- All reported incidents will be logged on student personal files (SIMS), parents/carers to be contacted immediately either by phone or in writing as appropriate. The information may be shared on CPOMS is necessary
- A meeting will take place with all parties involved if necessary and will be recorded accurately (Form B)
- The perpetrator, once identified, to be dealt with firmly and fairly. Support and guidance to be provided as appropriate
- Outcomes and action plan will be agreed by all parties and a follow up/ review date arranged with the victim
- Review meeting to take place 2-3 weeks following the initial report and is to be recorded (Form C)

- Case will then be closed if resolved, if not resolved, the incident is passed to the Head of School for further support

Section 7 Principles for using the Resolve Form

The following principles should apply when any Resolve form is handed in

- The child/young person reporting the case should be listened to and involved in the discussion on the incident
- The student targeted should be encouraged to identify all people involved in the case
- Those identified as taking part in any issues raised should be listened to and the impact of their behaviour explained
- A record should be made of the incident
- All students should be made aware that information may have to be passed on if they are seen to be at risk
- Students are required to attend arranged sessions. A school team detention will be given should they fail to attend
- Planned follow up reviews should be arranged
- Short term monitoring should take place to check that actions have prevented reoccurrence and the student feels safe
- If necessary, following the review, further action should be planned
- All students should be made aware that cases are logged on the school spreadsheet

The College will offer a proactive, sympathetic and supportive response to students who are victims of Bullying. The exact nature of the response will be determined by the particular child's individual needs and may include:

- Immediate action to stop the incident and secure the child's safety
- Positive reinforcement that reporting the incident was the correct thing to do
- Strategies to prevent further incidents

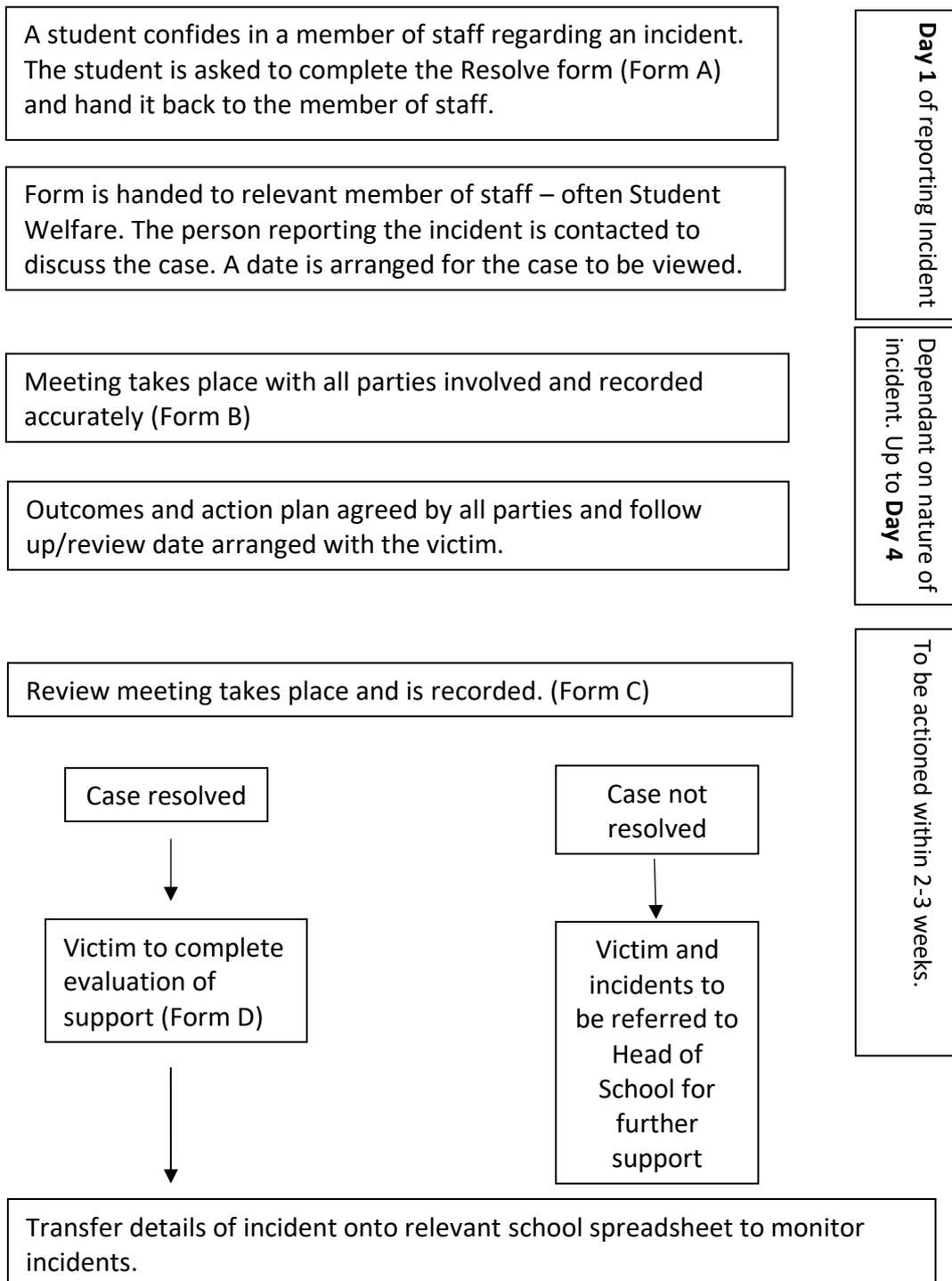
- Sympathy and Empathy
- Counselling
- Access to Well- Being Support
- Befriending / creation of a support group
- Peer Mediation
- Extra Supervision/monitoring
- Restorative meetings

Social networking websites are sometimes used for bullying. It should be acknowledged that it is very difficult for the school to take action on cyber bullying which has occurred outside of college time. We would strongly recommend that students delete the social networking website from their mobile phones, tablets, ipads, etc.

Section 8 Resolve Flow Chart

Resolve - Bullying & Harassment

This flow chart is to be used alongside the forms contained in this section to ensure that all relevant details related to bullying incidents are adequately recorded and monitored.



Section 9 Prevention of Bullying

Horizon Community College believes that everyone should work together to reduce bullying as part of our efforts to promote a positive and inclusive whole college ethos and create a safe, healthy and stimulating environment. Alongside the College's responsive strategies for dealing with incidents of bullying, the college also adopts as part of our pastoral support system, a whole college approach to implementing proactive and preventative interventions at a college, school, class and individual level to reduce bullying.

Through effective form period time, weekly assemblies and the annual national Anti-bullying Week, aspects of personal and social behaviour will be taught so children can:

- Recognise bullying behaviour
- Know that they should speak out
- Have the confidence to do so if they are being bullied
- Know who to speak to
- Feel confident that they will be listened to and supported

The college will also strive to:

- Adopt positive behaviour management strategies as part of the Whole School Behaviour for Learning Policy
- Ensure that the College anti bullying Statement is actively promoted in assemblies and other relevant occasions, as well as displayed around the school
- Provide social skills groups for vulnerable individuals and groups in 9.08
- Ensure adequate supervision of pupils before school, at break and lunchtimes and after school. Use CCTV when applicable to review incidents in open areas
- Through the College student council, review the effectiveness of the college's measures in counteracting bullying
- Identify and use opportunities within form period and Citizenship lessons to discuss aspects of bullying to emphasise that the school does view bullying as a serious issue, and to explore the appropriate ways of behaving towards each other
- The college will monitor each pupil's internet access and will address any inappropriate use



Resolve



Name: _____

Form: _____

Please describe what happened, what you saw and heard and how it made you feel.

Are you being bullied? YES/NO (please highlight)

Who is involved?

How are you being bullied? (Please circle or write in other box).

Name calling 	Taking my things 	Phone/Internet 	Getting left out 	Physical/Hitting 	Other
-----------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------	-----------

When and where has this happened? (Tick more than one if needed).

Coming to school	Form Period	Lessons	Break	Lunch	Going home from school	Does not happen in school
<input type="checkbox"/>						

Has anything like this happened before and if so were the same people involved?

What do you want to happen now?

Please provide the names of any witnesses.

Is there someone in school that you feel comfortable to talk to and to be supported by?

You have the right to be safe and happy
at Horizon Community College,
if you are not, we want to hear about it.

Just fill in this form and return to the Library or Student
Welfare Office.



Resolve



Present at Meeting: -

Time & Date:

Case notes



Resolve



Case review sheet

Date:	
Name of reviewer:	
Name of student(s) involved:	
People present:	

Since the meeting has anything further happened?

How does the person say they are feeling now? Do they feel safe and happy?

Is further intervention/support required?	YES/NO (please circle)
Signed (reviewer)
Signed (student)



Resolve



Feedback sheet

We want to make sure that Resolve works properly. It would help us to know your views by answering a few questions. This will allow us to monitor and improve support for the whole college.

Were you happy with the support provided?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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What did you find most helpful?

Is there anything that you think we could improve?

Did you feel you were fairly treated?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Would you recommend Resolve if you had friends in need? Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Thank you for your time.