

# Horizon Community College Anti-Bullying and Harassment Policy



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# **ANTI-BULLYING & HARASSMENT 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 and peer-on-peer abuse of any kind is unacceptable at our college. If this does occur, all students should be able to tell someone and know that incidents will be dealt with promptly and effectively. We proactively work to ensure that Horizon Community College is, and remains, a safe and enjoyable place for students to learn and develop. We will also respond promptly to any information we receive about bullying and peer-on-peer abuse that happens outside of college or online.

The Principle and Purpose of this policy is to identify and combat all aspects of bullying inside the college including sexual harassment and homophobic, racist, sexist and cyber bullying, through a whole college approach.

## Section 2 What is Bullying and Harassment?

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 Harassment: unwanted conduct of a sexual nature, including sexual remarks, sexual taunts, physical behaviour or online sexual harassment.
- 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. The effects of bullying can leave a legacy into adulthood. 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 that this objectively wrong and will not be tolerated at Horizon Community College.

## **Section 3 Objectives of this Policy**

All members of the college community (governors, teaching and non-teaching staff, students and parents) should understand what is meant by the term 'bullying' and 'peer-on-peer abuse'.

1. All members of the college community should know what the College's policy is on bullying and follow it when bullying and peer-on-peer abuse is reported.
2. All members of college community should be actively involved in eradicating bullying and peer-on-peer abuse.
3. As a college we take bullying and harassment seriously. Students and parents should be assured that they will be supported when bullying and peer-on-peer abuse is reported.
4. 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 and harassment of any form
- To support with the delivery of our termly Whole College Student Safety and Wellbeing Survey. Staff may also be asked to support School Leadership teams and Safeguarding team in the important follow up work that is generated through these surveys
- 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 Wellbeing / School Leadership teams / CLT as appropriate
- To record on CPOMS any incidents involving bullying or racist / homophobic behaviours
- To support in our whole College focus on identifying and tackling any student culture that may seek to minimise the impact of bullying and peer-on-peer abuse
- To promote and role model a culture of kindness within college
- To communicate clearly and promptly with parents of victims and alleged perpetrators of bullying and peer-on-peer abuse
- 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.
- Parents (and students) can contact the college using the student wellbeing inbox ([studentwellbeing@horizoncc.co.uk](mailto:studentwellbeing@horizoncc.co.uk) )
- 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
- Students can contact the student wellbeing team to report any instances of bullying and peer-on-abuse ([studentwellbeing@horizoncc.co.uk](mailto:studentwellbeing@horizoncc.co.uk))
- Students should be open and honest when completing their termly Student Safety and Wellbeing Surveys.

## Section 5 Signs and Symptoms

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

- 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

- Students 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 the student wellbeing team. They will want to know and to help. The student will be asked to fill in a 'Resolve Form' (Form A) when they report the incident
- Alternatively, students can request a 'Resolve Form' from student reception, the library or any Student Wellbeing office. They can complete it and hand it in at the library
- The member of staff investigating the incident will contact the student who reported the incident and arrange for the case to be investigated
- All reported incidents of bullying must be logged on CPOMS. Resolve forms, students statement sheets and full details of the investigation must all be logged here. Any sanctions will also be recorded on CPOMS, but also on the perpetrators SIMS behaviour log.
- Parents and carers of victims and alleged perpetrators to be informed and updated by telephone as soon as possible.
- A meeting will take place with all parties involved if necessary and will be recorded accurately (Resolve 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
- Case will then be closed is resolved, if not resolved, the incident is passed to the Head of School for further support
- All cases of bullying and peer-on-peer abuse will be overseen and centrally logged and monitored by Ms F Winterburn (Assistant Principal). The College Leadership Team use this information to inform the planning of pastoral care for the college.

## **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 on CPOMS
- All students should be made aware that information may have to be passed on if they are seen to be at risk
- The School Leadership Team and Student Wellbeing team will carry out an investigation. If necessary, sanctions will be applied to the perpetrators. Parents of both victim and perpetrator will be kept informed throughout the process.
- Planned follow up reviews should be arranged (see Resolve flow diagram). 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 recorded on a central database

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

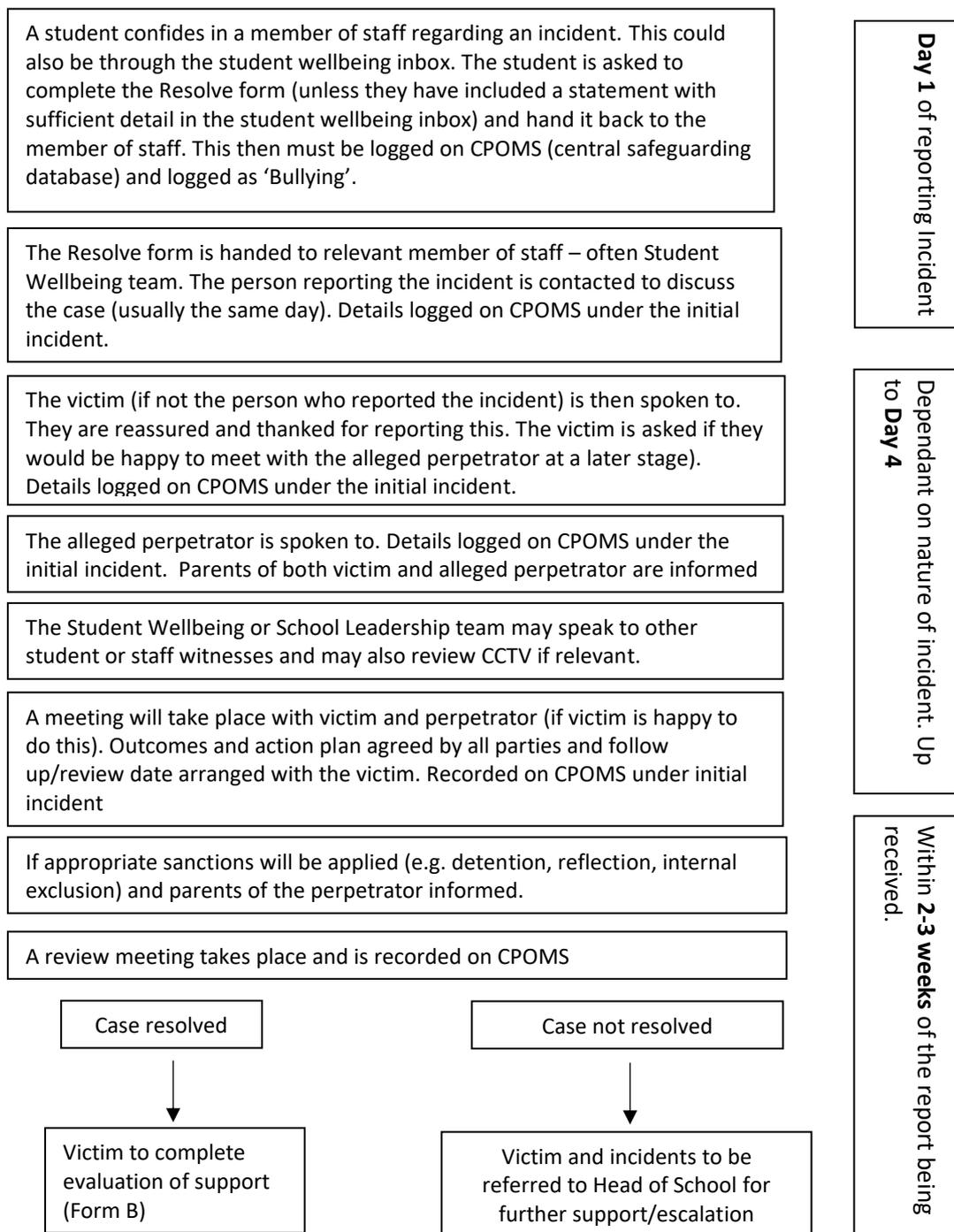
- Immediate action to stop the incident and secure the child's safety
- Positive reinforcement that reporting the incident was the correct thing to do
- Strategies to prevent further incidents
- Sympathy and Empathy
- Counselling
- Access to Well- Being Support
- Befriending / creation of a support group
- Peer Mediation
- Extra Supervision/monitoring
- Restorative meetings

Social networking websites are sometimes used for bullying. We would strongly recommend that students delete any social networking websites from their mobile phones and tablets.

## Section 8 Resolve Flow Chart

### Resolve Process – When a report of bullying is received

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 and peer-on peer abuse, 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 and peer-on-peer abuse.

We address bullying and the harm it causes through an effective tutor time programme, Citizenship lessons, weekly assemblies and the annual national Anti-bullying Week. In addition to this, we work with student ambassadors and student focus groups throughout the year to gather the views and thoughts of all students.

Through this approach, students can:

- Recognise bullying behaviour
- Know the damage that bystander behaviour causes and know the importance of being an upstander
- 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

As a college, we will investigate all reports of bullying. Our response will differ on a case by case basis, dependant on the individual circumstances. The following sanctions may be issued to the students who are the perpetrators of bullying:

- C5 detention
- Supervised breaktimes and lunchtimes
- Reflection
- Internal Exclusion
- Fixed Term Exclusion
- Permanent Exclusion

We would also offer support to the perpetrators of bullying to help them to reflect and correct their behaviours. This may include a referral to Targeted Youth Support (TYS) or

COMPASS, and in cases where racist bullying has occurred, we may complete a PREVENT referral.

In cases of reports of sexual harassment and peer-on-peer sexual violence we would follow our college guidance document 'Process for Handling Reports of Sexual Violence and Sexual Harassment – Sept 2021'.

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
- Ensure that we promote a culture of kindness throughout the college. This is done through assemblies, form period, staff role modelling the importance of kindness and challenging instances of unkindness.
- Ensure the timely completion of the whole college Student Safety and Wellbeing Survey.
- Provide social skills groups for vulnerable individuals and groups in Bridge
- Ensure adequate supervision of students 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 and peer-on-peer abuse
- Identify and use opportunities within form period (Votes for Schools) and Citizenship lessons to challenge a culture that seeks to minimise the impact or prevalence of bullying and peer-on-peer abuse.
- The college will monitor each student'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 
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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

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 Student Wellbeing  
Office or your school team office.



# Resolve



Form B

## 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?
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Is there anything that you think we could improve?
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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.