

Introduction, Principles and Values

Our core values are Pride, Respect and Success. This policy draws on these values to illustrate how bullying can be prevented and resolved. Students learn best in safe, calm environments that are free from disruption in which learning is the primary focus. The ethos of our Academy fosters high expectations of outstanding behaviour, and we will consistently challenge any behaviour that falls below this.

As an Academy we take bullying and its impacts seriously; it will not be tolerated at Penrice. Staff, students, and parents/carers have a responsibility to report bullying as soon as possible. They also have a responsibility to implement the preventative strategies outlined in this policy.

This policy should be used alongside the CELT Child Protection and Safeguarding Policy as child-on-child abuse must be considered as a potential source of significant harm.

Objectives of this Policy

We aim to work together to ensure that Penrice is a safe place for children and adults to be; whether the Academy community is directly or indirectly affected by bullying or not.

We aim to involve all members of the Penrice community to work to eliminate bullying at Penrice by:

- Understanding what constitutes bullying.
- Knowing and understanding their specific role to prevent it from happening.
- Knowing how to report bullying to the Academy.
- Understanding how the Academy will investigate bullying.
- Knowing what actions, the Academy will take to stop/prevent bullying.

We promise to:

- Ensure that there are strategies to minimise the risk of peer-on-peer abuse and procedures.
- Enable parents to feel confident that bullying will be firmly dealt with by the school
- Inform and reinforce to all members of our school community that bullying will not be tolerated.

What is Bullying?

“Bullying is behaviour by an individual or group, **repeated** over time, that **intentionally hurts** another individual or group either physically or emotionally. It might be motivated by actual differences between children, or perceived differences.” (DfE, *Preventing and tackling bullying*. 2017)

Bullying can be:

Emotional	being unfriendly, excluding, tormenting, threatening others.
Physical	pushing, kicking, biting, hitting, punching or any use of violence
Racial	racial taunts, graffiti, gestures
Sexual	unwanted physical contact or sexually abusive comments
Homophobic	because of, or focussing on the issue of sexuality

Direct or indirect verbal	name-calling, sarcasm, spreading rumours, teasing
Cyberbullying	all areas of the internet, including but not limited to; email, social media, text messaging and phone calls.

Bullying may be related to:

- Race
- Gender
- Religion
- Culture
- SEN (Special Educational Needs) or disability
- Appearance or health condition
- Home circumstances, including Young Carers and poverty
- Sexual orientation, sexism, or sexual bullying, homophobia

Bullying can take place in the classroom, social areas, toilets, on the journey to and from the Academy, on residential trips and in cyberspace. It can take place in group activities and between families in the local community. Bullying can be short term or continuous over prolonged periods of time.

It can cause long-term damage to self-esteem and impact on a child's learning, ability to make progress in school, participate fully in wider school life and affect their attendance, mental health, and well-being.

Prevention

“A school's response to bullying should not start at the point at which a child has been bullied. The best schools develop a more sophisticated approach in which school staff proactively gather intelligence about issues between pupils which might provoke conflict and develop strategies to prevent bullying occurring in the first place. (Department for Education - Preventing and tackling bullying, July 2017)

Preventing bullying behaviours can be possible through a range of proactive measures. We look for every opportunity to prevent bullying type behaviours from happening. Some of the actions the school takes to prevent bullying are outlined below.

- The issue of bullying is included in the curriculum and classwork, for example in Drama, English, History, CLASS and in the Penrice reading programme.
- Bullying is addressed through the character curriculum in form time, character days and in CLASS lessons to reinforce behaviour expectations, British Values, and the ethos of the school.
- Students are reminded in assemblies at least once a half term about the impact of bullying, and how to report bullying/suspected bullying to us.
- Anti-bullying week is dedicated to raising awareness of bullying and reminding staff and students of their responsibilities to report it.
- Students are not permitted to use their mobile phones around the school. This is partly to prevent cyber-bullying.
- Duty staff have been trained to be vigilant and to watch and listen for any bullying type behaviours, no matter how small.
- Staff receive CPOMS training to report bullying/alleged bullying as quickly and easily as possible.
- Bullying data is regularly shared with HOYs to inform their practice and identify trends/areas to investigate.
- Duty points have been carefully considered to ensure there are no 'dead spaces' where bullying can take place undisturbed. Student voice continues to inform us such places as they arise.
- Seating plans in lessons are carefully considered using any relevant information about the relationships between specific pupils.

- The Academy Council regularly considers the issue collects student voice and feeds back to staff to develop our practice.
- External speakers raise awareness of issues such as racism and homophobia.
- Posters around the school emphasise the importance of diversity in the school community.
- Trauma Informed Pastoral Mentors work separately with victims and perpetrators to support and educate them to prevent reoffending.
- Working with the wider community such as the police/children's services where bullying is particularly serious or persistent to send a strong message that bullying is unacceptable within our school.
- We have signed up to the Diana Award and will train Anti-Bullying Ambassadors in June 2023 in each Year group to help us find and support students affected by bullying.

We recognise that specific groups of students are particularly vulnerable to bullying. These include children and young people with Special Educational Needs and Disabilities (SEND), young carers, Black and Minority Ethnic (BME), those who are, or thought to be lesbian, gay, bisexual, transgender, queer, questioning, intersexual, asexual, or pansexual (LGBTQ+). As such, prevention of bullying considers the specific patterns of discrimination these groups face.

For a more detailed explanation of the Academy's systems, including more detail about the way we work with parents, please see the Prevention Section of the Appendix.

Signs and Symptoms for Parents/Carers and Staff

A student may indicate, by signs or behaviour, that they are being bullied. Adults should be aware of these signs of potential bullying, and that they should investigate if a child:

- is frightened of walking to or from the Academy
- begs to be driven to the Academy
- changes their usual routine
- is unwilling to go to school (school phobic)
- begins to truant
- becomes withdrawn anxious, or lacking in confidence
- starts stammering
- attempts or threatens suicide or runs away
- cries themselves to sleep at night or has nightmares
- feels ill in the morning
- begins to make less effort with Academy work than previously
- comes home with clothes torn or books damaged
- has possessions which are damaged or "go missing"
- asks for money or starts stealing money
- has dinner or other monies continually "lost"
- has unexplained cuts or bruises
- comes home hungry (money / lunch has been stolen)
- becomes aggressive, disruptive, or unreasonable
- is bullying other children or siblings
- stops eating
- is frightened to say what's wrong
- gives improbable excuses for any of the above
- is afraid to use the internet or mobile phone
- is nervous and jumpy when a cyber message is received
- lack of eye contact
- becoming short tempered

- change in attitude towards people at home.

These signs and behaviours could indicate other social, emotional and/or mental health problems, but bullying should be considered a possibility and should be investigated.

Reporting Bullying

Students

If a student feels that they are being bullied, they are encouraged to follow one of several procedures. These procedures are:

- Tell a friend
- Tell a prefect
- Tell their Tutor/Head of Year
- Tell a trusted member of staff
- Tell a parent or an adult at home whom you feel you can trust
- Submit the anti-bullying form on the school website [Are you OK? - Penrice Academy](#)
- Discuss it as part of CLASS time
- Ring Childline or other outside agency and follow the advice given (list and links in Appendix)

Parents

Parents/Carers can report bullying of their child or someone else's in the following ways:

- Contacting their child's Form Tutor by email or telephone meeting
- Contacting their child's Head of Year by email or telephone meeting

Importantly, parents/carers are reminded that they can speak to **any** member of staff in school regarding this. Staff will pass this on to the Pastoral Team

Staff

If a member of staff has concerns, either their own, or as reported to them, they should do the following things:

- Report the behaviour as 'alleged bullying' on CPOMS
- Talk to the HOY or Safeguarding Team if further advice is needed.
- Safeguarding Team triage the CPOMS report and refer to an appropriate staff member for investigation.
- Investigated by HoY, Behaviour Lead, safeguarding team or member of SLT depending on the incident.

Outcomes

Reported or suspected cases of bullying must be recorded by staff on CPOMS. This would include incidents where staff have had to become involved and speak with students, and/or where parents/carers have raised concerns regarding bullying.

This will always be recorded as alleged bullying; this will be updated on CPOMS after the investigation.

Each incident will then be investigated fully and, if it found that bullying has taken place, the sanctions, support and education and training be put in place for victims and perpetrators. All related administration will be completed in a timely fashion, with copies being retained in student files.

Incidents of prejudice against race, religion, sexual orientation, disability or transgender, will be reported to Senior Leadership, Governors and the Local Authority on a regular basis.

The Behaviour Lead, Head of Year or SLT member will then decide on the most appropriate consequences depending on the severity of the incident.

This could include:

- Informing the parents of both victim and perpetrator about the incident.
- Arranging for Restorative Justice where appropriate.
- Using the Academy Behaviour Policy to award behaviour points/detention or Internal/external exclusion.
- In serious cases, both victim and perpetrator may be referred to the SFC or to the relevant outside agencies e.g. the Police, Behaviour Support, Counselling, Targeted Youth, etc. for support/intervention

Recording of Bullying Incidents

All recording of bullying will take place on CPOMS. Reports will then be investigated to establish if bullying is taking place, and if so, the nature of bullying that has occurred.

This will be logged on CPOMS, with further information being added to students records and student log as necessary.

Appendix 1 – How students access the 'Student Bullying Report Form'

Students can access the 'Student Bullying Report Form' as follows:

- Ensure you are logged into your Penrice Academy account (eg. name@penrice.org.uk)
- Go to the Academy website (www.penriceacademy.org)
- Select the Students drop down menu near the top right corner
- Select the 'Anti Bullying' option from this menu
- Complete the Student Bullying Form then submit using the blue submit option

Appendix 2 - How staff access the '(STAFF) Student Bullying Report Form'

Members of Penrice Academy staff can add an incident to CPOMS as follows:

- Log in to your account
- Search for the child's name
- Click on the 'Incidents' tab
- Click on 'New Incident'
- In the categories section tick the box for 'child on child abuse'
- This will bring up 'subcategories' please tick the box for 'alleged bullying'
- Add your account/information in the 'Incident box'
- Scroll to bottom of the page and 'Submit incident'

Appendix 3 - Prevention of Bullying

The Academy aims to create an ethos of good behaviour where students treat one another and the school staff with respect because they know that this is the right way to behave. That culture extends beyond the classroom to the corridors, the dining hall, the playground, and beyond the school gates including travel to and from school. Values of respect for staff and other students, an understanding of the value of education, and a clear understanding of how our actions affect others permeate the whole of the Academy's environment and are reinforced by staff and older students who set a good example to the rest.

Working with Parents to prevent bullying

The Academy also:

- Involves parents/carers to ensure that they are clear that the Academy does not tolerate bullying and are aware of the procedures to follow if they believe that their child is being bullied.
- Encourage Parents/carers to reinforce the value of good behaviour at home. This should include educating their children about the importance of responsible online behaviour, monitoring their children's online activity and taking appropriate action at home if necessary.
- The Academy is unable to investigate incidents of cyberbullying that take place out of school, unless there is a direct impact on the student's ability to attend school.
- Parents will always be advised to contact the police to report serious online incidents, and we will support students and families with a range of literature and information on the website.
- Ultimately, the responsibility for the safety of students online whilst at home remains with the parent/carer.

Working with students to prevent bullying

The Academy involves students in each step of the bullying process, from education to whistleblowing, reporting and restorative work. We aim to ensure that:

- All students understand the Academy's approach and are clear about the part they can play to prevent bullying, including when they find themselves as bystanders.

- We aim to create an atmosphere in which students who are being bullied, or others who know about it, feel that they will be listened to and believed, and that the action taken will be swift, but sensitive to their concerns.
- Students need to know that not reporting incidents of bullying has the effect of protecting the bullies and gives them the message that they can continue to act in this way.

The Academy

- Regularly evaluates and updates its approach to take account of developments in technology, for instance updating 'acceptable use' policies for computers.
- Implements disciplinary sanctions. The consequences of bullying reflect the seriousness of the incident so that others see that bullying is unacceptable.
- Openly discusses differences between people that could motivate bullying, such as religion, ethnicity, disability, gender, sexuality or appearance-related difference, also students with different family situations, such as looked after children or those with caring responsibilities. The Academy also teaches students that using any prejudice-based language is unacceptable.
- Uses specific organisations or resources for help with particular problems. The Academy draws on the experience and expertise of anti-bullying organisations with a proven track record and/or specialised expertise in dealing with certain forms of bullying
- Provides effective staff training. Academy staff understand the principles and purpose of the school's policy, its legal responsibilities regarding bullying, how to resolve problems, and where to seek support.
- Invests in specialised skills to help their staff understand the needs of their pupils, including those with special educational needs and/or disability (SEND) and lesbian, gay, bisexual and transgender (LGB&T) pupils.
- Works with the wider community such as the police and children's services to agree a clearly understood approach to cases where bullying is particularly serious or persistent and where a criminal offence may have been committed. The Academy also works with other agencies and the wider community to tackle bullying that is happening outside school
- Makes it easy for students to report bullying so that they are assured that they will be listened to, and incidents acted on. Students should feel that they can report bullying which may have occurred outside school including cyber-bullying.
- Creates an inclusive environment. The Academy aims to create a safe environment where students can openly discuss the cause of their bullying, without fear of further bullying or discrimination and can celebrate success. Celebrating success is an important way of creating a positive Academy ethos around the issue.

Appendix 4 – Help Organisations

- Advisory Centre for Education (ACE) 020 8888 3377 www.ace-ed.org.uk
- For parents and carers - ACE provides independent advice and information on state education in England.
- Children's Legal Centre 0207 7130 089 www.co-oplegalservices.co.uk/family
- Offer free legal information, advice and representation to children, young people, families, carers and professionals in immigration, community care, education and family law
- Parent Line Plus 0808 800 2222: www.familylives.org.uk
- Offer parenting advice and support for families.
- Youth Access 020 8772 9900 www.youthaccess.org.uk

- Youth Access is the national membership body that represents and champions organisations delivering support for young people.
- Devon and Cornwall Police: www.devon-cornwall.police.uk
- Stonewall: www.stonewall.org.uk
- Useful information and links on LGBTQ issues.
- Advisory Centre for Education: www.ace-ed.org.uk
- Registered charity independent of central or local government giving free advice and support to parents of children in state schools.
- Anti-Bullying Network: www.antibullying.net
- Established by the Scottish Executive. Useful links and reviews for teachers, parents and students on bullying and related issues.
- BBC Schools: www.bbc.co.uk/schools
- Includes information about bullying.
- Bully Online: www.bullyonline.org
- Information on bullying for teachers, children and schools which details the legal procedures available. This site also lists support groups for teachers.
- Bullying Online: www.bullying.co.uk
- Useful information and links on bullying and related issues for parents, children and teachers.
- ChildLine: www.childline.org.uk
- Primarily a helpline for children but has useful information and links on bullying. Chips (Childline in Partnership with Schools) encourages schools to support students in setting up anti-bullying projects.
- The Children's Society: www-the-childrens-society.org.uk
- 'Bullying! Information for parents on how to help your child' – leaflet giving information and practical guidance.
- Kidscape: www.kidscape.org.uk
- Advice for children, parents and teachers as well as training and sample policies.
- Schools Out!: www.schools-out.org.uk
- Campaigns for better support networks for gay and lesbian students and clearer guidance for teachers on issues of sexuality.
- Topmarks: www.topmarks.co.uk
- Aims to provide easy access to the best educational websites including information on bullying for teachers, parents and young people.