Anti-Bullying Policy	July 2015
	Review Date: July 2019

ACE @ The Hub
Avenue Centre for Education

1) Introduction:

This document sets out the ACE @ The Hub`s policy in relation to the issue of bullying. It reflects a belief that bullying is not acceptable under any circumstances (zero tolerance) and that it is best prevented through the development of a school ethos based on mutual respect, fairness and equality. It also acknowledges that bullying behaviour is problematic for the victim and perpetrator alike and embodies support and management strategies that are pragmatic and non-oppressive.

In order to develop this policy consultation has taken place with SLT, relevant staff, parents, students and the ACE Management Committee

This policy has links with and should be read in conjunction with the following policies:
- Behaviour Policy *(See Behaviour Ladder for Recording Procedures)*
- Child Protection/Safeguarding – Bullying is a safeguarding issue and will always be treated as such
- Exclusion
- Inclusion
- Pastoral Care and Key Worker
- E-Safety
- PSHE
- Equality and Diversity
- Drug
- Incident Management Procedures

This policy should also be read alongside the Luton wide Anti-Bullying strategy developed for ACE@theHUB and all Luton High Schools as part of the ACE@theHUB Anti Bullying project 2015. This strategy is supported by Luton Borough Council, Support Challenge and Intervention and Children's Services.

Staff Responsible

Anti-Bullying Coordinator – Martin Watson

PSHCE Leads

KS3 – Shaun Ludford
KS4 – Kim Head

SLT Lead – Chris Day (Head teacher)

Management Committee Lead -   TBC

2) Statement of Intent:

Mission statement:

'*We will work together to tackle bullying, so that children in the Centre feel safer, are free from bullying, harassment and discrimination.*'

We believe that:

- Bullying is undesirable and unacceptable; everyone has the right to enjoy and achieve in an environment where individuality is celebrated and individuals can develop without fear.

- Pupils/young people should talk to an adult if they are worried about bullying and have a right to expect that their concerns will be listened to and treated seriously; they should be involved in decision-making about matters that concern them

3) ACE@The Hub's "Vision":

Promote emotional health and well-being in all settings/situation so that bullying behaviour is unlikely to prosper

Recognise bullying as an unacceptable, anti-social behaviour and actively work together to challenge it.

Safeguarding is everybody's responsibility.

Bullying is not somebody else's problem.

4) Definition of Terms:

a) What is Bullying?

Through the consultation process, our understanding of bullying is as follows:

"Bullying is a behaviour which can be defined as a repeated attack, physical, psychological, social or verbal by nature, by those in a position of power which is formally or situationally defined, with the intention of causing distress for their own gratification." (Besag, 1989)

Bullying is defined as being deliberately hurtful behaviour by an individual or group, usually repeated over time that intentionally hurts another individual or groups of individuals , either physically or emotionally, Those experiencing the bullying behaviour often feel unable to defend themselves.

Our child friendly definition of bullying is:-
Bullying is when you keep picking on someone because you think you're cooler, smarter, stronger or better than them.

Bullying is different to other forms of aggressive behaviour. A one off fight or isolated assault should not be considered bullying and should not be recorded as such.

b) Types of bullying:

Sexual/Sexist – touching, repeated exhibitionism, voyeurism, sexual propositioning, verbal personal comment or deviant desires communicated derogatory comments about another person due to their gender.
Racist – name calling, derogatory assumptions or generalisations about race, culture, religious faiths and beliefs
Homophobic, Bi-Phobic and Transphobic – name calling, exclusion and gestures relating to gender identity; warning others about a person. Any other form of sexual orientation intolerance aimed directly at another person or about a parent/carer/sibling or other significant person
Appearance – based on weight, size, hair colour, unusual physical features
Disability intolerance (including SEN)   – name calling, exclusion, talking over or for a person, mimicking, physical overpowering, e.g. moving wheelchair users, laughing at a difficulty
Health – based on physical or mental health conditions including pregnancy.
Socio-economic class – based on a perception of socio-economic status - (including income, housing, where your family shop etc).
Territory – including postcode area
Home Circumstances – Including bullying due to being Looked After, Adopted or due to deprivation

c) Methods of bullying:

Physical aggression – hitting, kicking, tripping up, spitting, taking or damaging property, use of threat or force in any way, intimidation or demands for money or goods
Verbal/Relational – name calling, insulting, teasing, "jokes", mocking, taunting, gossiping, secrets, threats, reference to upsetting events, e.g. bereavement, divorce, being in care
Non-verbal – staring, body language, gestures, posturing
Indirect – excluding, ostracising, rumours and stories, emails, chat rooms, messaging phones, notes, rude gestures or faces
Cyber – text messaging, internet chat rooms, the misuse of camera or video facilities including 'happy slapping'.
Sexual – Unwanted sexual touching, comments or innuendo

d) *Where does bullying take place:*

We recognise that bullying can take place on and off site, on school approved activities, on the journey to and from school and during evenings, weekends and school holidays. Bullying out of school can place in person but is increasingly taking place online using social media and smart phone apps.

All bullying wherever it takes place and whatever form it takes is unacceptable. When reported to us all cases of bullying will be investigated and appropriate action taken.

e) *Who is affected by bullying*

All members of the school community can be affected by bullying either directly or indirectly.

Bullying in a school situation will predominately involve students but we are aware that staff can bully other staff, students can bully staff and staff can bully students. This policy is applicable to all types of instances of bullying.

If the bullying involves staff as perpetrators reference must be made to staff code of conduct and HR policies.

5) Aims and Objectives:

After consultation, we have prioritised the following aims and objectives:

Aims:

To:
- create an ethos which is a positive experience for all members of our community where all forms of bullying are unacceptable
- make everyone feel safe and encourage pupils/young people to report incidents of bullying
- deal with each incident of bullying as effectively as possible, taking into consideration the needs of all parties and of our community, and, as a result, to reduce the incidents of bullying
- Support and protect all victims of bullying, including staff, and ensure they are listened to.
- Help and support children/young people displaying bullying behaviour to change their attitudes and understand why it needs to change.
- Liaise with parents and other appropriate members of our community.

Objectives:

To:

- maintain and develop effective listening systems for children, young people and staff

- equip all staff with the skills and information necessary to deal with incidents of bullying effectively and promptly

- record all incidents of bullying are make appropriate use of the information, sharing it with relevant organisations where appropriate

- Promote emotional health and wellbeing across the whole school/setting.

6) Practice and Procedures:

PREVENTING…

What we do to prevent bullying:

a)   Everyone must take responsibility for promoting a common anti-bullying approach. We have all agreed to:

- Be supportive of each other
- Provide positive role models
- Convey a clear understanding that we disapprove of unacceptable behaviour
- Be clear that we all follow the ground-rules.
- Be fully involved in the development of the anti-bullying policy and support anti-bullying practice
- Support each other in the implementation of this policy
- Promote equality and celebrate difference
- Ensure awareness will be regularly raised (overtly through PSHE, covertly through all curriculum subjects and breaks).
- Report incidents of bullying.

b)   Staff have agreed to:

• Provide pupils/young people with a framework of behaviour
• Emphasise and behave in a respectful and caring manner to pupils /young people and colleagues, to set a good tone and help create a positive atmosphere
• Raise awareness of bullying through the curriculum, in particular PSHE
• Through the head teacher keep the Management Committee well informed regarding issues concerning behaviour management
• Provide key staff members who are responsible for the monitoring of the policy

c)   The Management Committee has a duty to:

• Be fully informed on matters concerning anti-bullying -using data from the monitoring and recording of incidents- on a regular basis.
• Regularly monitor incident reports and actions taken to be aware of the effectiveness of this policy
• Identify members of staff to lead on anti-bullying within school leadership.

d)   The development and implementation of this policy will ensure that everyone:

• Feels confident that everything is being done to make a safe and secure environment
• Knows who can be contacted if they have any concerns about bullying
• Feels supported in reporting incidents of bullying
• Reassured that action regarding bullying will take place

RESPONDING…

a) Reacting to a specific incident

- All incidents will be recorded by ACE staff on the recording system/using an incident form. Bullying can be reported to any member of staff. This will often be the keyworker for the students involved or a member of the safeguarding team.
- Anyone that sees or becomes aware of a bullying incident should report it as soon as possible. This can include bystanders, parents or other staff. If unsure who to report the incident too please contact Martin Watson (Anti-Bullying Coordinator). Incidents involving staff as the perpetrators of bullying should be reported directly to the Head Teacher.
- Parents of all students involved will be informed of what has happened, and how it has been dealt with. All discussions and actions relating to the incident/investigation will be documented and added to the incident log.
- Staff must take all reported incidents of bullying seriously. The student reporting the bullying must be reassured they have done the right thing and that there complaint will be investigated accordingly.
- Cyber bullying and any bullying that happens off site should be reported at the earliest opportunity to any member of staff. This can be done in person or by phone. Bullying off site should be reported and recorded in the same way as bullying that takes place on the premises.
- All incidents of bullying will be recorded and discussed at the half termly HUB safeguarding meetings. Responsibility for recording the information will lie with the person dealing with the incident in consultation with a member of the safeguarding team if appropriate.
- Specific curriculum work on the subject of bullying, in addition to planned work, will take place if needed following evaluation of the nature and type of bullying incidents being reported. Decisions about this will be made in conjunction with the KS3 and 4 PSHCE leads

Dealing with an Incident:

Whenever a bullying incident is discovered, ACE staff will go through a number of steps. The exact nature of each step will be adapted to suit the nature and severity of the incident, and the response of those involved.

ACE expects to support all involved by:

- Talking the incident through with all parties involved
- Supporting the person who has been bullied to express their feelings
- Supporting the person displaying the bullying behaviour to express their feelings
- Discussing which rules(s) have been broken
- Discussing strategies for making amends
- Recording the incidents
- Identifying any persistent bullying and applying appropriate/different strategies to deal with the behaviour.

*Measures may include***:**

- Explanation why the inappropriate behaviour is unacceptable
- Reparation of damaged relationships
- Time away from an activity
- Meeting with staff, parent and child
- Missing another activity
- Formal letter home from the head teacher/staff member expressing concerns
- Time out from the classroom
- Pastoral support plan
- Fixed term exclusion
- Permanent exclusion

When deciding on the appropriate response consideration must be given to the severity of the incident, the effect (both physically and emotionally) on the victim and the remorse (if any) of the perpetrator.

Consequences must always be proportionate and should be communicated clearly with the perpetrator, victim, parents or those involved and the wider school community if appropriate.

All reports of bullying will be followed up within one week (usually by the key worker of the students involved or a member of the safeguarding team). Any further incidents of bullying will be investigated as before.

Follow up action could include:

Referral for counselling
Referral for mentoring support
Small group work for either victim or perpetrator
Referral to external agency for additional support such as Youthscape,
CAMHS or CHUMS

Parental Involvement

It is essential that the parents of both victims and perpetrators are kept fully
up to date with any allegations of bullying. In most cases this will be done by
the keyworker of the student involved. In the most severe cases it may be
more appropriate for a member of SLT to be involved with this.

In the event of a complaint by parents, this should be made in the first
instance to the Keyworker of the student involved. If the keyworker is not able
to resolve the matter to the parent's satisfaction the complaint should be
passed onto Sally Ripley (Pupil Progress Manager Revolving Door KS3) or
Simon Jump (Deputy Head Extended Provision KS4). If the matter is still not
resolved to the satisfaction of the parent the complaint should be passed on to
the Head Teacher

Persistent Bullying

If bullying persists consideration should be given to increasing the severity of
the consequences involved. In the most extreme circumstances this may
involve withdrawing the place at ACE. Any such decision should only be made
as a last resort and in consultation with parents and SLT.

Curriculum/Training

Bullying forms a key part of the PSHCE curriculum. All students that study
PSHCE will cover topic of bullying at least once per year.

Cyber bullying and online safety will be covered through PSHCE and ICT
lessons for all students. This will include work on keeping yourself safe online
and how to report concerns.

Records of bullying incidents will be reviewed on a termly basis and any
patterns used to inform topics for PSHCE lessons, morning Meetings and to
plan any extracurricular activities that may be required.

Bullying (including cyber bullying and Online Safety) will also be covered as
part of the daily morning meetings.

All staff will receive training on bullying on a regular basis (at least biannually)
this will include input on types of bullying (including, Cyber, HBT and Sexual
bullying) how to support students who are being bullied, and procedures to
follow when dealing with a bullying incident. Where possible and appropriate

students, parents and members of the management committee will be invited to take part in any training that takes place.

Safeguarding procedures will be followed when child protection concerns arise.
(See Child Protection/ safeguarding procedures)

Review of policy:

In line with all policies, this policy will be reviewed annually- ***(next review July 2017)*** prior to review, where possible, consultation will take place with staff, students, parents and management committee. A copy of the policy will also be included on the ACE website and parents invited to comment. The Anti-Bullying Coordinator, Martin Watson, will take the lead on this in consultation with SLT.

It may also be reviewed and amended, in consultation with all stakeholders, in the light of events or experience.

Flowchart to Support Managing Incidents of Bullying

Incident observed by pupil/s or other staff

Child being bullied- tells an adult/pupil

Report the incident to key worker / SLT/ PPT as soon as possible.

Take the incident seriously and act quickly

Reassure the child that they have done the right thing

If not already occurred, the adult must meet with the child who has been bullied

Appropriate adult listens to details of the incident and records in writing

Adult seeks to establish witnesses and evidence to support the victim's statement. All key details must be recorded in writing

Victim must be consistently keep informed of outcomes of all witness statements, and any further action taken throughout the process. They must also be offered appropriate levels of support and time by a suitable member of staff as well as referring them to appropriate outside agencies

Interview alleged bully/ bullies and record outcomes of conversation. Invoke the anti-bullying policy procedures

The school needs to support the perpetrator and keep them informed of all outcomes as well as issuing any sanctions and referring them to appropriate outside agencies

Inform SLT and Headteacher how the incident should be logged

Key Worker/PPT speak to group where appropriate to discuss inappropriate behaviour if it has been reported in a number of different cases

If there has been a misunderstanding and bullying has not occurred no further action will be taken

Write to parent/ carer informing them of the incident and ACE procedures; request an interview with them

Where bullying has implications with regard to the law inform the police or seek advice from relevant agencies