

# Hill Top Academy



*'Every child, Every chance, Every day!'*

## Anti-Bullying Policy

Hill Top Academy  
Compiled by M Hodgson  
Approved by Governors: November 2015  
Governors agreed 10/01/2017 to be reviewed 3 yearly  
Reviewed October 2018  
To be reviewed October 2021

## **Statement of Intent**

We are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our academy. If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively. We are a *TELLING* academy. This means that *anyone* who knows that bullying is happening is expected to tell the staff.

## **What Is Bullying?**

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

- Emotional            being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical             pushing, kicking, hitting, punching or any use of violence
- Racist                racial taunts, graffiti, gestures
- Sexual                unwanted physical contact or sexually abusive comments
- Homophobic        because of, or focussing on the issue of sexuality
- Verbal                name-calling, sarcasm, spreading rumours, teasing
- Cyber                All areas of internet ,such as email & internet chat room misuse  
Mobile threats by text messaging & calls  
Misuse of associated technology , i.e. camera & video facilities

## **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. Pupils who are bullying need to learn different ways of behaving.

As practitioners we have a responsibility to respond promptly and effectively to issues of bullying.

## **Objectives of this Policy**

- All governors, teaching and non-teaching staff, pupils and parents should have an understanding of what bullying is.
- All governors and teaching and non-teaching staff should know what the school policy is on bullying, and follow it when bullying is reported.
- All pupils and parents should know what the academy policy is on bullying, and what they should do if bullying arises.
- As an academy we take bullying seriously. Pupils and parents should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated.
- Cyber-Bullying is a separate issue and will be dealt with under both the anti-bullying and Internet Safety Policy.

## **The Role of Governors**

The governing body supports the Principal in all attempts to eliminate bullying from our academy. This policy statement makes it very clear that the governing body does not allow bullying to take place in our academy, and that any incidents of bullying that do occur are taken very seriously and dealt with appropriately.

- The governing body monitors the incidents of bullying that occur, and reviews the effectiveness of the academy policy regularly. The governors require the Principal to keep accurate records of all incidents of bullying and to report to the governors on request about the effectiveness of school anti-bullying strategies.

- The governing body responds within ten days to any request from a parent to investigate incidents of bullying. In all cases, the governing body notifies the Principal and asks him/her to conduct an investigation into the case and to report back to a representative of the governing body.

### **The Role of the Principal**

It is the responsibility of the Principal to implement the school anti-bullying strategy and to ensure that all staff (both teaching and non-teaching) are aware of the academy policy and know how to deal with incidents of bullying. The Principal reports to the governing body about the effectiveness of the anti-bullying policy on request.

- The Principal ensures that all children know that bullying is wrong, and that it is unacceptable behaviour in this academy.
- The Principal draws the attention of children to this fact at suitable moments. For example, if an incident occurs, the Principal may decide to use assembly as a forum in which to discuss with other children why this behaviour was wrong, and why a pupil is being punished.
- The Principal ensures that all staff receives sufficient training to be equipped to deal with all incidents of bullying.
- The Principal sets the school climate of mutual support and praise for success, so making bullying less likely. When children feel they are important and belong to a friendly and welcoming academy, bullying is far less likely to be part of their behaviour.

### **The Role of the Teacher**

Teachers in our academy take all forms of bullying seriously, and intervene to prevent incidents from taking place. They keep their own records of all incidents that happen in their class and that they are aware of in the school.

- If teachers witness an act of bullying, they do all they can to support the child who is being bullied. If a child is being bullied over a period of time, then, after consultation with the Principal, the teacher informs the child's parents.
- Records of any incidents regarding bullying or racism are logged. If any adult witnesses an act of bullying, they should record on the pro-forma which is in the appendix of this policy and available from the academy office.
- If, as teachers, we become aware of any bullying taking place between members of a class, we deal with the issue immediately. This may involve counselling and support for the victim of the bullying, and punishment for the child who has carried out the bullying.
- Teachers routinely attend training, which enables them to become equipped to deal with incidents of bullying and behaviour management.
- Teachers attempt to support all children in their class and to establish a climate of trust and respect for all. By praising, rewarding and celebrating the success of all children, we aim to prevent incidents of bullying.

### **The Role of Parents**

Parents who are concerned that their child might be being bullied, or who suspect that their child may be the perpetrator of bullying, should contact their child's class teacher immediately.

- Parents have a responsibility to support the academy's anti-bullying policy and to actively encourage their child to be a positive member of the academy.

### **Signs and Symptoms**

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

- is frightened of walking to or from academy
- doesn't want to go on the academy / public bus
- changes their usual routine

- is unwilling to go to our academy (academy phobic)
- begins to truant
- becomes withdrawn anxious, or lacking in confidence
- starts stammering
- cries themselves to sleep at night or has nightmares
- feels ill in the morning
- begins to do poorly in academy work
- comes home with clothes torn or books damaged
- has possessions which are damaged or "go missing"
- has dinner or other monies continually "lost"
- has unexplained cuts or bruises
- 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 & jumpy when a cyber message is received

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated

### **Procedures**

1. All bullying incidents must be reported to staff.
2. The incidents must be recorded by staff on the anti-bullying pro-forma and handed to the Office Manager in the office.
3. All completed pro-forma should be handed to the Principal or Inclusion Manager. Action will be taken to stop the bullying.
4. In serious cases parents will be informed and will be asked to come in to a meeting to discuss the problem
5. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly
6. An attempt will be made to help the bully (bullies) change their behaviour

### **Outcomes**

- 1) The bully (bullies) will be asked to genuinely apologise.
- 2) It will be the Principal discretion what consequences may take place, this follow the academys behaviour policy (see behaviour policy)
- 3) In serious cases, suspension or even exclusion will be considered
- 4) If possible, the pupils will be reconciled
- 5) After the incident / incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

### **Prevention**

At Hill Top we are committed to preventing bullying and use the Jigsaw materials to help our children understand what is bullying and how it can be prevented. The sessions run on a regular basis and are addressed in a variety of ways, these include:

- following a set of academy rules
- signing a behaviour contract
- writing stories or poems or drawing pictures about bullying
- reading stories about bullying or having them read to a class or assembly
- Discussing scenarios and REAL photographs/images
- making up role-plays
- having discussions about bullying and why it matters

### **Involvement of pupils**

We will:

- ❖ Regularly canvas children and young people's views on the extent and nature of bullying through assemblies and the school council.
- ❖ Ensure students know how to express worries and anxieties about bullying.
- ❖ Ensure all students are aware of the range of sanctions which may be applied against those engaging in bullying.
- ❖ Involve students in anti-bullying campaigns in academies.
- ❖ Publicise the details of helplines and websites.
- ❖ Offer support to students who have been bullied.
- ❖ Work with students who have been bullying in order to address the problems they have.

### **Liaison with parents and carers**

We will:

- ❖ Ensure that parents / carers know whom to contact if they are worried about bullying.
- ❖ Ensure parents know about our complaints procedure and how to use it effectively.
- ❖ Ensure parents / carers know where to access independent advice about bullying.
- ❖ Work with parents and the local community to address issues beyond the academy gates that give rise to bullying.

### **Links with other school policies and practices**

This Policy links with a number of other academy policies, practices and action plans including:

- ❖ Complaints policy
- ❖ Behaviour Policy
- ❖ Confidentiality Policy
- ❖ Internet Safety & acceptable Use Policy
- ❖ The teaching of Citizenship and PSHE Education
- ❖ Actions plans taking forward the Every Child Matters Agenda
- ❖ The recording of racial incidents

### **Links with other Agencies:**

The Academy Inclusion Team has established many links with other agencies to provide support for the needs of pupils. These Include:

- Community Police
- Remedy (Counselling)
- Family First
- Children's Centre Family Support
- Health Teams
- Kites – Parenting Support
- Child Assessment Services

This allows the academy to identify needs of the pupils and attempt to respond to these. In relation to the anti-bullying Policy, the bullying may be a behaviour that is displayed but underlying issues is the main root cause of this behaviour so it is important for all staff working with pupils to understand these issues.

### **Sharing of Information**

The academy will keep up to date records of a child and ensure that in relation to the policies on safeguarding and child protection that they will in accordance with guidance on information sharing follow the correct procedures.

### **Equal Opportunities & Disability Discrimination**

All pupils will be treated equally and fair within the academy. There will be no discrimination regardless of age, sex, race and gender. The school will endeavour to make reasonable adjustments in relation to pupil's disability however it will ensure that all pupil's are treated fairly in line with this policy.

### **Monitoring & review, policy into practice**

We will review this Policy Annually as well as if incidents occur that suggest the need for review. The academy uses the guidance by the DCSF\* and the Anti-Bullying Alliance\*\* to inform its action planning to prevent and tackle bullying.

### **Responsibilities**

This Policy only works if it ensures that the whole academy community understands that bullying is not tolerated and understands the steps that will be taken to both prevent and respond to bullying.

It is the responsibility of:

- Academy Governors to take a lead role in monitoring and reviewing this policy.
- Governors, the Principal, Senior Managers, Teaching and Non Teaching staff to be aware of this policy and implement it accordingly.
- The Principal to communicate the policy to the academy community.
- Pupils to abide by the policy.

The named contact for this policy is: Mrs M Hodgson Inclusion Manager

### **Policy Dates:**

The Policy has been agreed by the Governing Body November 2015

Agreed 10/1/2017 to be reviewed 3 yearly

Policy reviewed October 2018

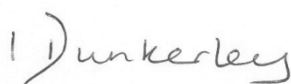
To be reviewed October 2021

Academy name / Principal name amended December 2017

Principal:



Signed Chair/Vice Chair of Governors:



Dated: 09/10/2018