

Anti-bullying Policy

Date of policy: January 2019

Developed by: Senior Leadership Team

Ratified at Governing Committee:
Safeguarding & Clinical Governance

Date: January 2019

Date of next review: December 2022

Signed:

Name:

Southfields
Multi-Academy
TRUST



Southfields
Academy



Linden Lodge
School

A Specialist Sensory & Physical College

Anti-Bullying Policy

Bullying can happen in any school. At Linden Lodge bullying is extremely rare - pupils and staff are generally supportive and respectful of each other. Nevertheless, we endeavour to identify any bullying at the earliest opportunity in order to bring it quickly to an end.

Definition

Bullying can be defined as actions that are meant to be hurtful and which happen on a regular basis. Bullying can be direct (physical or verbal) or indirect (e.g. being ignored or not spoken to). Many of our pupils have complex needs and use alternative augmentative communication aids which might impact on a conventional understanding of bullying, but since we are aware that any school has the potential to experience incidents of bullying we therefore work hard to increase awareness in order to prevent or deal with it.

Forms of bullying include:

- Emotional being unfriendly, excluding, tormenting (e.g. hiding belongings, 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 e-mail and internet chat room misuse; mobile threats by text messaging and calls; misuse of associated technology , i.e. camera and video facilities

Objectives of this policy

- To provide all governors, teaching and non-teaching staff, pupils and parents/carers with an understanding of what bullying is.
- To ensure that all governors and teaching and non-teaching staff know what the school policy is on bullying, and follow it when bullying is reported.
- To advise all pupils and parents what the school policy is on bullying, and what they should do if bullying arises.
- To make it clear that as a school we take bullying seriously. Pupils, parents and staff should be assured that they will be supported when bullying is reported.
- To state in the clearest possible terms that bullying at Linden Lodge will not be tolerated.

Signs and Symptoms of pupils being bullied

Pupils who are being bullied may show changes in behaviour, such as becoming shy and nervous, feigning illness, taking unusual absences or clinging to adults. There may be evidence of changes in their work patterns, they may lack concentration, or they may not want to come to school. If able to, our pupils are encouraged to report any instances of bullying in school. Staff across the school are made aware of the types of bullying that can take place. For many pupils at Linden Lodge, due to communication difficulties, staff act as their advocate or 'voice' and are advised to report any instance of bullying to their line manager.

Our school is a safe and secure environment where we want everyone to learn without anxiety. Bullying is wrong and damages children's and adults social and/or emotional wellbeing. We therefore do all we can to prevent it by sustaining a positive, happy and healthy whole school ethos in which bullying is regarded as unacceptable. Each class is encouraged to produce a *Pupil Charter* as part of the UNICEF: Rights Respecting Schools Programme, to increase understanding of respect among pupils. Each class has a representative on the School Council who takes class suggestions when putting together a *School Charter*. This helps to develop a culture of respect among pupils and staff and combat negative behaviours.

Within the curriculum the school raises the awareness of the nature of bullying through inclusion in Personal, Social, Health, Citizenship, Economic Education (PSHCEE), form time, assemblies and subject areas, as appropriate, in an attempt to prevent such behaviour from occurring. Resources concerning information about bullying are provided in appropriate formats regarding the pupils' special educational needs e.g Braille, Moon, tactile.

The role of pupils

- All pupils should know that hurting someone (physically or emotionally) is wrong and that bullying is wrong. We strive to achieve this through PSHCEE lessons and discussions at School Council meetings.
- Pupils should tell any adult (school staff or parent/carer) if they are being bullied, or if they think they might be.
- Pupils are encouraged to tell us their honest views about school in regular feedback (e.g. through their parent/carer via home/school diary; class meetings or school council, residential unit meetings or informal conversations). These views can be specifically about bullying or may also be about how safe they feel at school.

The role of teachers and other staff in school

- Staff are asked to take all forms of bullying seriously; we aim to ensure bullying is not tolerated at Linden Lodge. All staff must communicate the message to children that hurting someone (physically or emotionally) is wrong and that bullying is wrong and unacceptable.
- If staff witness an act of bullying, they will investigate it themselves and ensure they inform their line manager, and/or refer it to the Assistant Head/Head of Residential Care directly.
- Staff will fully support the pupil who is being bullied and give the pupil the opportunity to discuss the experience with an adult of their choice. Time will be spent with the pupil to give reassurance that the bully or bullies will be dealt with and we will work to restore the pupil's confidence, happiness and other aspects of health/wellbeing.
- The parents/carers of any pupil who has been bullied will be informed, via the Home/School diary if it is a minor offence or through telephone contact if it is more serious.
- Bullied pupils will be offered access to the school counselling service (if appropriate).
- We will also spend time with the pupil or pupils responsible for the bullying to explore reasons for their actions and to demonstrate why their actions are unacceptable. It might also be that this pupil, or these pupils, may need further social and emotional support and understanding depending on any underlying factors that may have led them to bully others (e.g. school counselling facility).
- Parents/carers of any pupil responsible for bullying will be informed, either via the Home/School diary if it is a minor offence or through telephone contact if it is more serious, to enlist their help in changing the attitude of the pupil.
- Staff are aided and encouraged to equip themselves with the appropriate skills and awareness (e.g. through available Continued Professional Development (CPD) or In Service training (INSET) to recognise bullying and to provide appropriate support to both those that have been bullied and those who have carried out the bullying.
- All staff will follow the principles set out in this policy and in the schools Vision Statement (*located on the school website under Welcome drop down bar*) in order to sustain and promote our school climate of mutual support and praise, thus making bullying less likely: we believe that when children feel they are important and belong to a friendly and welcoming school, bullying is far less likely to occur.
- Staff will record any episodes of bullying using an incident form.

- For the child who has bullied the following steps could be taken and will be considered by staff and the Senior Management Team as appropriate:
 - The bully (or bullies) may be asked to apologies, using whichever mode of communication is appropriate
 - If possible, the pupils involved will be reconciled
 - Official warnings may be issued, in levels appropriate to the cognition of the bully (or bullies)
 - The bully (or bullies) may be excluded from certain areas of the school premises
 - A minor fixed-term exclusion order may be issued to the bully
 - A major fixed-term exclusion order may be issued to the bully
 - A permanent exclusion order may be issued to the bully

- After the incident / incidents have been investigated and resolved, each case will be monitored to ensure that a repeat of the bullying does not take place.

The role of the Principal and Senior Management

The Senior Management Team will ensure that all principles and roles set out in this policy are implemented. In particular, this includes ensuring promotion across the school of the message that hurting someone (physically or emotionally) is wrong, that bullying is wrong and that bullying at Linden Lodge is unacceptable

Senior Management will also ensure that all staff have access to this policy.

Senior management keep a record of bullying and are able to report on the effectiveness of this policy if and when required.

The role of parents/carers

Parents/carers have a responsibility to support this policy.

Parents/carers concerned about bullying should contact their child's class teacher, keyworker (if residential), Deputy Head of department or residential Unit Manager straight away. They might be worried that their child is being bullied, but we would hope that they would also contact school if they suspect their child may be bullying someone else.

The role of Governors

The Governing Body will support the School in all principles and roles set out in this policy. It does not condone any bullying at all in School (from pupils, staff, parents/carers or volunteers). Any incidents of bullying will be taken very seriously and dealt with appropriately.

Governors will monitor incidents of bullying and will review the effectiveness of this policy and any anti-bullying strategies.

The Governing Body will respond to any formal complaint concerning bullying from a parent/carer in line with our Complaints Procedure.

Workplace bullying and harassment

Bullying and harassment is behaviour that makes someone feel intimidated or offended. Harassment is unlawful under the Equality Act 2010.

Examples of bullying or harassing behaviour include:

- Spreading malicious rumours
- Unfair treatment
- Picking on someone
- Regularly undermining a competent worker
- Denying someone's training or promotion opportunities

Bullying and harassment can happen:

- face-to-face
- by letter
- by e-mail
- by phone

Bullying itself isn't against the law, but harassment is. This is when the unwanted behaviour is related to one of the following:

- Age
- Sex
- Disability
- Gender (including gender reassignment)
- Marriage and civil partnership
pregnancy and maternity
- race
- religion or belief
- sexual orientation

What a member of staff should do if they're bullied or harassed

Members of staff should see if they can sort out the problem informally first. If they can't, they should talk to:

- Their Line Manager
- The Head/Deputy Head of Department
- The Human Resources Manager
- Their Trade Union Representative

If this does not provide a solution, they can make a formal complaint using the School's grievance procedure. If even this is not effective and they are still being harassed, they can take legal action at an [employment tribunal](#).

They could also call the ACAS (Advisory, Conciliation and Arbitration Service) helpline 0300 123 1150 or Wandsworth Human Resources Department 020 8871 8262 (Brendan Ryan) or (Pete Gaskin) on 020 8871 7974 for advice.

Monitoring, evaluation and review

The school will review this policy as required but as a minimum every three years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.

| Help from Outside Agencies: | Please read these linking Linden Lodge policies: |
|--|--|
| <p>The following websites may be useful: www.bullying.co.uk www.bbc.co.uk/education/archive/bully www.childline.co.uk www.antibullying.net www.kidscape.org.uk</p> <p>The following telephone numbers may be useful: Advisory Centre for Education 0300 0115 142 enquiries@ace-ed.org.uk Children's Legal Centre: 01206 714 660, Coram Campus, 41 Brunswick Square, London WC1N 1AZ KIDSCAPE Parents Advice Line: 020 7823 5430 (am to 1pm) Parenting and Family Support formerly Parentline Plus 0808 800 2222</p> | <p>Complaints Policy</p> <p>PSHCEE Policy</p> <p>Safeguarding Child Protection Policy</p> <p>E-safety Policy</p> <p>Confidentiality Policy</p> <p>Positive Behaviour Policy</p> <p>Visitors Policy</p> <p>Staff Behaviour Policy</p> |

Youth Access 020 8772 9900

Children's Commissioner for England
Sanctuary Building, 20 Great Smith Street,
London. SW1P
Tel 0800 528 0731
Info.request@childrenscommissioner.gov.uk

Acas helpline

Telephone: 0300 123 1150
Textphone: 18001 0300 123 1150
Monday to Friday, 8am to 8pm
Saturday, 9am to 1pm

January 2019.