



Linden Lodge School

Provider of specialist education since 1903

Title:	Anti-Bullying Policy
Type:	POLICY

Review Cycle Frequency:	1 year
-------------------------	--------

Lead Staff:	Designated Safeguarding Lead
Support:	Co-Headteachers

VERSION CONTROL:

Version No	New document or reasons for revision	Agreed by	Date
1	Migration to new document version control system	Office	April 2021
2	Policy update		Sept 2022
3	Policy Update		Autumn 2023

LINKED INTERNAL DOCUMENTS:

Complaints Policy
Safeguarding Child Protection Policy
E-safety Policy
Confidentiality Policy
Positive Behaviour Policy
Visitors Policy
Staff Behaviour Policy

LINKED EXTERNAL DOCUMENTS:

Equalities Statement:

We have carefully considered and analysed the impact of these policies on equality and the possible implications for people with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Requests for Paper Copies:

If you require this policy in a different format e.g. print or braille please contact co-headteachers@lindenlodge.org.uk

Wellbeing statement of commitment

We are committed to providing a healthy working environment and improving the quality of working lives for all staff and students. The wellbeing strategy aims to support our mission, core values and freedom of thought and expression, freedom from discrimination and the recognition that our community is our greatest asset. For further information on our schools commitment to wellbeing, please see the Mental Health and Wellbeing Policy and Strategy document, or visit our school website.

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, 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 PSHE 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 Co-Heads/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 My Confide.

- For the child who has bullied the following steps could be taken and will be considered by staff and the Senior Leadership 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 Senior Leadership Team

The Senior Leadership 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 Leaders will also ensure that all staff have access to this policy.

Senior Leaders 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), Head of Department or Residential Head of Care 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 of Department
- The Human Resources Department
- 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 1100 or Wandsworth Human Resources Department (Brendan Ryan) 020 8871 8262 for advice.

Help from Outside Agencies:

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

The following telephone numbers may be useful:

Advisory Centre for Education

0300 0115 142

enquiries@ace-ed.org.uk

Children's Legal Centre: info@coramclc.org.uk

Coram Campus, 41 Brunswick Square, London WC1N 1AZ

KIDSCAPE Parents Advice Line/WhatsApp: 07496 682785

General enquiries: info@kidscape.org.uk

Parenting and Family Support

Family Lives 0808 800 2222

Youth Access 020 8772 9900 admin@youthaccess.org.uk

Children's Commissioner for England

<https://www.childrenscommissioner.gov.uk/about-us/contact/>

Sanctuary Building, 20 Great Smith Street, London. SW1P

Acas helpline Telephone: 0300 123 1100

Textphone: 08001 0300 123 1100 Monday to Friday, 8am to 6pm