Respect & Anti- Bullying Policy

Our mission statement is:
"A learning community in pursuit of excellence"

To achieve this we will:
Respect Every Single Person, Every Child and Teacher.

LSA Technology and Arts College is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment**.**

LSA Technology and Performing Arts College is committed to people in our community being treated equally, with dignity and with fairness and respect. We welcome and value every young person, whatever their academic ability, ethnicity, religion, gender, sexuality or background. We promote and encourage individuality and students having the confidence to express their sense of self and what makes them unique.

LSA Technology and Performing Arts College expects all staff, students and volunteers to share this commitment to the school's values.

1   Promoting LSA Technology and Performing Arts College's values and ethos

The school seeks to promote this ethos through the following:
- Individualism and diversity is celebrated and valued in all forms.
- A whole school awareness is created through the delivery of: assemblies, tutor activities, the Life Programme, RESPECT weeks, cross curricular activities and through RESPECT champions
- The appointment of Peer Mentors, Prefects and RESPECT Champions enables students to have a broad range of students to talk to. This creates an 'open culture' for students to discuss concerns. As a Rights Respecting School we will ensure that we create opportunities for all students to feel confident with themselves and to have a strong voice within the school.
- Strong Pastoral Links between College Leaders/Form Tutors and students.
- By allowing the expression of thoughts and opinions. However, comments are challenged if they discriminating or alienating and impact on student(s) or members of staff. Where any discrimination is apparent, we will seek to eradicate through education and support via College Leaders, Form Tutors and RESPECT Champions.
- School Council and RESPECT Champions ensure that the students' views are being heard and have an impact on shaping school policies and practices.
- LSA is a Stonewall Champion School – embracing people of all sexualities or gender persuasion. This is promoted through staff training and students' education as well as through the LIFE programme and RESPECT Champions
- All students have opportunities and are encouraged to promote and display their own individualism.

- The school acts immediately against any disrespectful behaviour that is negative towards our students and staff. This can be classed as 'Bullying'.
- To enable all students to feel valued and self-confident anti-bullying strategies are of the highest priority throughout the school.

2 School definition of bullying behaviour
(including racist, sexist and homophobic bullying)

Bullying is:
- Deliberately hurtful (including aggression)
- Repeated over a period of time
- Difficult for victims to defend themselves against

The three main types are
- Physical
- Verbal (students may be called names because of their ethnic origin, nationality or colour, sexual orientation or some form of disability, though this is not an exclusive list. The methods of delivering this behaviour are multiple and may include verbal or **online bullying** (see below *)).
- Indirect

It is not bullying when:
- There is no intention to hurt or harm ie behaviour is thoughtless or accidental. However, this behaviour will be challenged and education provided
- There is a one-off fight/argument between students of equal stature or strength
- There is a good reason why others cannot be included in a group activity
- A student is called a nickname with which they are happy (students should always remain mindful about being respectful when using nicknames)

As a Rights Respecting School, we view any action taken by a student against another student, which makes an individual feel powerless, afraid or victimised, to constitute unacceptable behaviour.

Negative behaviour, including comments, opinions or actions that conflict with the values of the school will be challenged and action taken.

Online bullying *
Online bullying (sometimes referred to as cyber bullying) may be defined as 'the use of electronic communication, particularly mobile phones and the internet, to bully a person, typically by sending messages of an intimidating or threatening nature and sometimes both children and adults may be reluctant to admit to being the victims of online bullying'.

Online bullying can take a number of different forms: threats and intimidation, harassment or 'online/cyber-stalking' (e.g. repeatedly sending unwanted texts or instant messages), sexting (e.g sending and receiving sexually explicit messages, primarily between mobile phones) vilification/defamation, exclusion/peer rejection, impersonation, unauthorised publication of private information/images and 'trolling' (abusing the internet to provoke or offend others online). It can be an extension of face-to-face bullying, with technology

providing the bully with another route to harass their target and indeed increase the potential emotional abuse.

However online bullying differs from other forms of bullying in several significant ways:

- it can take place at any time and intrude into spaces that have previously been regarded as safe and personal.
- There is the potential for anonymity on the part of the bully.
- There is the potential for the bully to play very rapidly to a larger audience so the scale and scope of online bullying can be greater than for other forms of bullying.
- The knowledge that the data is in the world-wide domain, disproportionately amplifies the negative effect on the victim, even though the bully may feel his / her actual actions had been no worse than conventional forms of bullying
- The difficulty in controlling electronically circulated messages as more people get drawn in as accessories. By passing on a humiliating picture or message a bystander becomes an accessory to the bullying.
- The profile of the bully and target can be different to other forms of bullying as online bullying can take place between peers and across generations.
- Many online bullying incidents can themselves act as evidence so it is important the victim saves the information.

   Appendix A refers to how online bullying should be reported and dealt with.

3 Aims and objectives of this policy

- To create a secure, respectful and happy environment which enables all students to develop both socially and emotionally.
- To create an open ethos where all students feel safe to report bullying.
- To ensure that bullying is not acceptable in any form.
- To inform parents / guardians of what, how or why bullying is taking place and to give advice as to their actions.
- To ensure all staff and students are aware of the reporting procedures in place and to create an attitude of zero tolerance towards bullying behaviour in the school community. To support staff with appropriate training in relation to bullying behaviour.

4 Limits of the policy

Where bullying occurs in school, on school trips and through electronic channels etc, the policy will be applied. If bullying takes place out of school, but there is a school connection, e.g. both are students, the school will, if it is within their powers, take action. If bullying takes place out of school and there is no school connection, the policy cannot be invoked but the school may offer support.

5 Responding to bullying behaviour

Procedures for recording and reporting bullying

Staff:

- Staff will record all concerns and incidents or reports of bullying.
- All incidents or reports will be given to the appropriate College Leader who will deal with the matter.
- The victim will complete a Bullying Concern Form and be asked whether they consider the action to be bullying. The perception of the victim will determine the course of action. NB – there may be certain cases when the College Leader will make a decision that bullying has occurred even if the victim feels that it has not. Professional judgement will be used.
- Statements from relevant parties will be taken
- Once investigated, all of the documentation will be held in a communal file stored by year group in the Pastoral Leader's Office.
- The College Leader/Pastoral Leader will record all concerns and incidents on SIMS and CPOMS.
- Parents will be notified and the appropriate support offered.
- College Leader/Pastoral Leader will speak to the victim after an appropriate length of time to ensure that bullying has ceased.
- Regular reviews of bullying victims and perpetrators will take place. This will be termly through the QA process.

Students:

Students will be made aware of the school's Respect & Anti-Bullying Policy and procedures through:
- assemblies, tutor time and through visual awareness around the school and on the school website.
- a simplified version of this policy, written by the students themselves is in students' planners

- Students will talk to any member of the school community they feel comfortable with including:
    - Their Form Tutor
    - Their College Leader – notes can be posted through college letter boxes if the College Leader is not in the room or the student prefers to report anonymously.
    - Peer Mentors and RESPECT Champions
    - Prefects – who will be trained Anti- Bullying Ambassadors
    - School Nurse
    - Welfare assistants and office staff
    - Pastoral Leader
    - Child Protection Officers

Parents:

- Parents will contact their child's Form Tutor / College Leader immediately if they have concerns over bullying behaviour.

6 Procedures for dealing with incidents

- The main priority for staff is the welfare of the child.
- Investigations will be made by College Leader. Parents will be contacted and kept informed.
- Students will be given the option of the following support as appropriate: withdrawal, measures for safe transport home, reassurance, next day re admittance meeting, appropriate sanctions. Students will also be consulted as to what they would like to see happen e.g. Restorative Justice Meeting etc.

Follow up:

- A review will take place after the incident to ensure the victim is happy and all negative behaviours have ceased.
- Cases are only closed in agreement with school, parents and students. All meetings and correspondence should be recorded and filed.
- Full investigations will be followed by the appropriate sanction in line with the School Behaviour Policy. This will be supported by meetings with parents and Common Assessment Frameworks (CAFs) where appropriate.
- Parental support will be offered where appropriate through the CAF process.
- Welfare staff, administrative staff and any other adult in the school who is aware of, or is made aware of, any bullying behaviour will contact the appropriate College Leader immediately.

7 Procedures for dealing with complaints

If parents have any concerns about the way the school is dealing with an on-going issue, parents will make their concerns known to the Head. The school policy is available on the school website or a printed copy is available on request.

8 Supportive measures for students, parents, staff

In order to support young people, we have the following facilities available:
- College Leaders may offer one or more of the following: School Nurse, LINC, BASE etc as appropriate.
- Students also have access to: School Nurse, the Butterfly Project, Prefects and Peer Mentors as appropriate.
- The school will offer support to the parents of any child who is experiencing difficulties with and / or using bullying behaviour. Communication between staff, parents and students including the use of reporting forms, text, e-mail, letters, meetings and phone calls will be maintained consistently and thoroughly.
- Every effort will be made, not only to support the victim but to enable the perpetrator to change their pattern of behaviour.

The appropriate support will be offered dependent on the individual circumstances.

9 Sanctions

Sanctions will be in line with School Behaviour Policy and will include the use of external agencies where appropriate including the Police, LINC, anger management work and Alternative Provision.

10 <u>Intervention strategies</u>

Intervention will be dependent upon the level of seriousness of the incident and the school employs a variety of interventions. Some are conducted by school staff, others may involve outside agency support being brought in depending on the child's needs.

11 <u>Implementation of the policy</u>

The whole school community will be made aware of the policy through: assemblies, the School Prospectus, Student Planners, the School Website, training for new and existing staff and parent leaflets.

12 <u>Monitoring the Respect & Anti-Bullying Policy</u>

Questionnaires and surveys will be carried out on a regular basis including the PASS questionnaire, and through an Anti-Bullying student voice activity.
Monitoring of victims and perpetrators (via recording systems on a termly basis by the Pastoral Leader) and intervention planned if necessary.

- The half termly analysis of supervision and duty areas includes the monitoring of staff arriving punctually to lessons and duty, the re-mapping of the school hot spots and updates from welfare staff regarding problem areas.
- Online safety lessons, it's appropriate use and how to stay safe and behave appropriately online will be delivered through ICT lessons.
- If the bullying has taken place through an electronic format the school will work closely in partnership with the parents. The Home School Agreement will make direct reference to the responsibilities of parents to combat online bullying. Parents will be expected to ensure the comments are removed from the electronic device. If this does not occur, the school will alert the PCSO.

Monitoring of the following will take place yearly as part of the college evaluation process by the Pastoral Leader and College Leaders via the study of the data provided by the information on SIMS and the Bullying Logs:

- Patterns and numbers of incidents based on: year groups, boy / girl incidents, racial, sexist and homophobic incidents.

There will be feedback to Governors via the Headteacher's Report.

13 <u>Evaluating the process</u>

The school will systematically evaluate specific areas of the policy and their effectiveness. We will also review staff procedures to ensure measures are workable and sustainable. There will be an on-going evaluation of procedures.

With reference to: Article 2, 3, 12 and 29 of the UN Convention on the Rights of the Child

NEXT REVIEW: Autumn Term 2018 and annually

ONLINE (CYBER) BULLYING (addendum to point 2)

1   The Law
The Education and Inspections Act 2006 (EIA 2006) outlines legal powers which relate more directly to online (cyber) bullying. Head teachers have the power 'to such an extent as is reasonable' to regulate the conduct of students when they are off the school site. The Act also provides a defence for staff in confiscating items such as mobile phones from students. There is not a specific law which makes online bullying illegal but it can be considered a criminal offence under several different acts including Protection from Harassment Act (1997), Malicious Communications Act (1988), Communications Act (2003) Obscene Publications Act (1959) and Computer Misuse Act (1990).

2   Guidance for Staff
If you suspect, or are told about an online bullying incident, follow the protocol below:
- Ask the student to outline the situation to you and if necessary call patrol to support. Initially this will be referred to their college.
- College Leaders will document the incident using screen shots and witnesses to support where appropriate.
- If the incident is deemed to be a safeguarding issue, the Designated Safeguarding Lead will be informed and an entry made on CPOMS (School recording system).
- Remember to exercise caution – if you believe there to be naked images involved, rather than viewing them, refer straight to the Designated Safeguarding Lead.

3   Guidance for Students
If you believe you or someone else is the victim of online bullying, you must speak to an adult as soon as possible. This person could be a parent/guardian, or a member of staff on your safety network.
- Do not answer abusive messages but save them and report them
- Do not delete anything until it has been shown to your parents/carers or a member of staff at school (even if it is upsetting, the material is important evidence which may need to be used later as proof of online bullying)
- Do not give out personal details or contact information without the permission of a parent/guardian (personal data)
- Be careful who you allow to become a friend online and think about what information you want them to see.
- Protect your password. Do not share it with anyone else and change it regularly
- Always log off from the computer when you have finished or if you leave the computer for any reason.
- Always put the privacy filters on to the sites you use. If you are not sure how to do this ask a teacher or your parents.
- Never reply to someone you do not know
- Always stay in public areas in chat rooms
- We will deal with online bullying in the same way as other bullying.

4   Guidance for Parents/Carers

It is vital that parents/carers and the school work together to ensure that all students are aware of the serious consequences of getting involved in anything that might be seen to be online bullying. Parents/carers must play their role and take responsibility for monitoring their child's online life.

- Parents/carers can help by making sure their child understands the school's policy and, above all, how seriously the school takes incidents of online bullying.
- Parents/carers should also explain to their children legal issues relating to online bullying.
- If parents/carers believe their child is the victim of online bullying, they should save the offending material and make sure they have all relevant information before deleting anything.
- Parents/carers should contact the relevant College Leader as soon as possible.
- If the incident falls outside of school hours the school reserves the right to take action against bullying but parents should also consider contacting the Police.

The following **websites** provide useful information
www.thinkyou.know.co.uk/parents
www.saferinternet.org.uk
www.childnet.com
www.anti-bullyingalliance.org.uk
www.nspcc.org.uk

Roles and Responsibilities
The Online Safety Co-ordinator will
- Ensure that all students are given clear guidance on the safe and positive use of technology both in school and beyond including how to manage their personal data and how to report abuse and bullying online.
- Provide support for parents/carers on online safety and the positive use of technology
- Ensure the school's Acceptable Use Policy and Digital Technologies and Online Safety Policy are reviewed annually
- Support with annual training for staff on the above policies and procedures and online safety
- Plan and deliver a curriculum on online safety in computing lessons which builds resilience in students to protect themselves and others online.
- Plan a curriculum and support staff in delivering a curriculum on online safety which builds resilience in students to protect themselves and others online and which raises awareness of the risks involved and how to avoid them.

The Lead IT Technician will
- Ensure adequate safeguards are in place to filter and monitor inappropriate content and provide alerts via the Suspicious Searches report. .
- Ensure visitors are given highly restricted guest accounts which will not allow any access to personal data and that any misuse of the system will result in access to the system being withdrawn.

The School Governors will
- Appoint a Safeguarding Link Governor who will work with the Designated Safeguarding Lead to ensure the policies and practices relating to safeguarding including the prevention of online bullying are being implemented effectively.