Anti-Bullying Policy

Governors Committee Responsible:	Student Experience
Nominated Lead Member of Staff:	Assistant Headteacher
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At Ash Manor we aim to provide a safe, caring and friendly environment for all our pupils to allow them to learn effectively, improve their life chances and help them maximise their potential.

We would expect pupils to feel safe in school, including that they understand the issues relating to safety, such as bullying and that they feel confident to seek support from the school should they feel unsafe.

Ash Manor School is committed to:
- Providing a caring, friendly and safe environment where no type of bullying is tolerated.
- Providing a programme of education where all students are encouraged to develop respect for themselves and others.
- Providing guidelines for staff which are clear and consistent.
- Implementing a structured discipline system
- Developing a system which supports both the victim and the bully.
- Work with parents and external agencies where necessary to overcome the difficulties.
- Recognising that bullying is serious and will be dealt with fairly by all adults in the School.

What is Bullying?

Bullying is the use of aggression with the intention of hurting another person. It is repeated over a period of time and causes pain and distress to the victim.
It can be:
- Emotional   being unfriendly, excluding, tormenting
- Physical   pushing, kicking, hitting, punching or using any other form of violence
- Racist   racial taunts, graffiti, gestures
- Sexual   unwanted physical contact or sexually abusive comments
- Homophobic   because of, or focusing on the issue of sexuality
- Verbal   name-calling, sarcasm, spreading rumours, teasing.

- Disability   discrimination on grounds of differences

Types of Bullying

Bullying may take several forms:
- Verbal   cussing, name-calling, threats and spreading rumours.
- Gestures   dirty looks, blanking, offensive or intimidating gestures
- Physical   violence towards another student.
- Extortion   forcing victim to give money or possessions, buy food
- Exclusion   deliberate exclusion or making student feel unwanted.
- Written   notes, e-mails, text messages, negative written communications
- Cyber   text / email / Skype / Social Media Platforms

Procedures

It is important that all allegations of bullying are taken seriously, thoroughly investigated and steps are taken to ensure that the situation is not made worse and that there is no reoccurrence.

When an incident of bullying is reported:
- Brief notes of what the student says should be made.
- Student should be asked to write a full account.
- Tutors and Head of House should be informed.
- Incident should be fully investigated, students interviewed and statements taken.
- Empower the victim – offer opportunity to meet bully and express feelings.
- Bully should be offered the opportunity to show remorse.
- If possible a restorative meeting should take place between the students.
- Sanction in line with the School Behaviour Policy should be decided by the Head of House and/or Assistant Headteacher in charge of Behaviour. In serious cases the Headteacher may also be involved where exclusion is deemed appropriate.
- Ensure victim is aware of sanctions that have been imposed and is happy that the situation is resolved.
- Parents of both sides should be informed.
- Both Victim and Bully may need further support to ensure that the situation is fully resolved and does not reoccur.
- Situation should be monitored to ensure that it has been finally resolved.

Confidentiality cannot be guaranteed.
Parents of both parties may need to be contacted or external agencies need to be involved.

Anti- Bullying strategies
Anti- Bullying strategies used both as part of the curriculum and across the whole school include:
- PSHE
- Specific curriculum input on areas such as cyber bullying and internet safety
- Student voice
- Peer mentoring schemes
- Student Leaders
- Staff training and development
- Restorative justice

How to Identify Bullying

Students may not always be willing to disclose when bullying is occurring. If a member of staff suspects that a student is being bullied, they should report this concern to the Tutor/ Head of House. Signs to be aware of are:

- Early signs of distress
- Deterioration of work
- Unnecessary appointments with Welfare Officer
- Isolation
- A desire to remain with adults
- Erratic attendance or punctuality
- Increased absence or lateness
- Truancy
- Marked changes in personality

It is important that ALL incidents of bullying are taken seriously and are dealt with sensitively and effectively. If there is any doubt at all staff should seek support.

How children report bullying

Students have a number of ways that they can report of bullying incidents:

- Telling a member of staff
- Informing parents who can then contact school

Recording Bullying and evaluating the policy

Bullying incidents will be recorded by the member of staff who deals with the incident and this will be stored on the SIMS behaviour log and the CPOMS safeguarding system if deemed necessary.

The information stored will be used to ensure individual incidents are followed up. It will also be used to identify trends and inform preventative work in school and the development of the policy.

Information logged will be monitored to help identify victims of bullying, racist and homophobic incidents. The school runs behaviour reports to identify trends.

The policy will be reviewed and updated whilst being linked to the School Raising Achievement Plan, working towards a more inclusive ethos across the school community.