

# Anti-Bullying Policy - appendix

Walton Academy

Edition – September 2023

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# 1 Policy Statement

## Scope and mission

At Walton Academy, we aim to provide a supportive, caring and friendly environment which allows all our pupils to learn in an atmosphere which is focussed on improving their life chances and helping them to maximise their potential. Pupils are expected to follow the academy expectations (Ready, Respectful and Responsible) and therefore act accordingly ensuring all stakeholders feel safe in and outside of the academy. We do not tolerate any form of bullying and will act efficiently when dealing with such incidents. We acknowledge that there is a likelihood that pupils will experience fallouts with their peers, therefore we have a committed pastoral team to support these pupils in rebuilding friendships or upskilling them with coping strategies. If an incident of bullying does occur, we believe our pupils, parents/carers and staff should feel confident in reporting it and know that that all incidents will be dealt with promptly and effectively. At Walton Academy we celebrate diversity and welcome open discussions around differences of people in and around our environment. We work closely with outside agencies, including the Pupil Reintegration Team (PRT) and local PSCO) to ensure the correct support is given to our pupils and the correct interventions and sanctions are issued.

Walton Academy embody the Diverse Academy Trust's aim to achieve and maintain a safe environment free from bullying and discrimination through a commitment to fulfilling the Trust vision: *To inspire. To raise aspiration. To create brighter tomorrows.*

## Purpose and Intent

The purpose of this statement is to confirm our commitment to all stakeholders of Walton Academy that the management of incidents of bullying, including those incidents of child-on-child sexual harassment and abuse, are centred on achieving a positive climate for learning and a cohesive and secure culture for all.

We recognise that incidents of bullying when left unaddressed can have long lasting impact on individuals and their families, therefore we are committed to fulfilling our duty of care to recognise the signs quickly and reduce the negative impact as efficiently as we can.

Walton Academy create a safe and positive culture by:

- ensuring our staff support and model good behaviours and always promote anti-bullying measures
- ensuring the academy supports pupils who have been subject to bullying and / or discrimination

- effectively managing bullying episodes and incidents for all pupils including those with special educational needs and disabilities (SEND) through recognising the importance of inclusivity and graduated responses
- being consistent in our response to and sanctions for specific bullying issues (including misbehaviour online and suspected criminal behaviour)
- ensuring staff sanction pupil bullying episodes using appropriate steps in accordance with the academy sanctions procedures
- working closely with parents and carers in upholding our appropriate approach to bullying and discrimination

### **Roles and responsibilities**

The daily responsibility and implementation of this policy is delegated by the Academy Principal to the Assistant Principal for Behaviour and Attitudes.

Their responsibility is to ensure all aspects of the policy are upheld by all members of staff and dealt with efficiently.

Specific cases of bullying towards any student are effectively investigated and where necessary intervention and support is implemented as soon as possible.

### **Benefits**

Every pupil will be safe and free from bullying and discrimination, enabling them to learn and thrive in orderly, respectful, and purposeful learning environment leading to positive outcomes.

## **2 What is bullying?**

### **2.1 Definition**

Bullying is the use of aggression with the intention of hurting another person either physically or emotionally, by intimidating or demeaning others. It is usually persistent and is often covert and is a conscious attempt to hurt, threaten or frighten someone. Bullying results in pain and emotional distress to the victim. Bullying goes on deliberately (on purpose) over a period of time.

Bullying is “behaviour by an individual or a group, repeated over time that intentionally hurts another individual either physically or emotionally”. (DfE “Preventing and Tackling Bullying”, July 2017).

Bullying can be a form of child-on-child abuse and can be emotionally abusive; it can cause severe and adverse effects on children’s emotional development.

### **2.2 Types of bullying**

Bullying can be, but not limited to:

- Emotional: Derogatory name calling of an insulting and/or personal nature.
- Demanding money, material goods or favours by means of threat or force.
- Physical: Pushing, kicking, hitting, punching or any use of violence because of some perceived physical, economic, sexual, intellectual, cultural or racial difference.
- Racist: racial taunts, graffiti, gestures.
- Sexual: Unwanted physical contact or sexually abusive comments.
- Gender (sexist bullying): Sexual orientation (homophobic or biphobic bullying), gender identity (transphobic bullying)
- Verbal: name-calling, sarcasm, spreading rumours, coercion teasing, abuse and threats. Ridiculing an individual.
- Cyber: Online abuse such as through email & internet chat rooms. Threats by text messaging and calls and social-media platforms.
- Misuse of associated technology, e.g. camera and video facilities.

### **3 Preventing bullying incidents**

Walton is committed to creating a 'Culture of Kindness' which is underpinned by the Academy expectations, 'Ready, Respectful, Responsible'.

At Walton Academy we endeavour to prevent bullying by:

- Ensuring all stakeholders are aware of their responsibilities in upholding this policy in regards to behaviour and conduct towards one another. This includes in school, outside of school and/or online via social media platforms.
- Sharing the key points of the policy to staff, governors, parents and pupils throughout the year and instilling the need to tackle and prevent bullying.
- Upskilling our staff to ensure incidents of bullying are dealt with efficiently and effectively, reducing the negative impact on the victims of such incidents.
- Ensuring students are taught about bullying, the impacts and the reporting procedures in the academy. This is successfully embedded through the SRE and PD curriculum for all pupils and additionally through cultural calendar events, via the tutorial programme and assembly schedule.
- Having a well structured duty rota at unstructured times, ensuring pupils feel safe in and around school.
- Creating and supporting an inclusive environment whereby pupils can openly discuss their concerns and worries to key staff who are able to support them. Actively creating "safe

spaces” for vulnerable children and young people, this included our pastoral offices and nurture group.

- Challenge practice and language which does not uphold the values of tolerance, non-discrimination and respect towards others.
- Openly discussing differences between people that could motivate bullying, such as protected characteristics)
- Ensure the safe and respectful use of technology, especially mobile phones and social media. This is acknowledged through the computing curriculum and via the cultural calendar events.
- Work with staff, the wider community, and outside agencies to prevent and tackle concerns including all forms of prejudice-driven bullying, including PCSO, PRT, Victim Support.
- Walton Academy is committed to celebrating success and promoting achievement this is done formally every half term in year group celebration assemblies where awards are given for our core values, expectations and acts of kindness.
- Students are given many opportunities to develop their social, emotional and resilience skills through the extensive character education programme at Walton Academy (L.O.R.I.C/The Edge Pledge), this is delivered through the tutorial programme, assemblies and curriculum lessons.

Please see Note 3 for further strategies that the academy utilises for support pupils.

## **4 Reporting of bullying incidents**

### **4.1 Reporting procedure for pupils**

Pupils are actively encouraged to report any incident of bullying to a member of staff as soon as possible. This can be done face to face, via email or in written format.

From October 2023, pupils will have access to a new reporting system ‘MyVoice’ giving them opportunity to report any incidents that they feel necessary. This log will be formed part of our safeguarding My Concern portal and associate pupils to concerns enabling key staff to be kept abreast of specific incidents.

Any pupil reporting bullying against other children will be provided with appropriate feedback (whilst maintaining confidentiality) on actions taken so that they know concerns have been dealt with promoting a culture of response and challenge

### **4.2 Reporting procedures for staff**

Staff are regularly reminded to report any concerns that they have seen, heard or made aware of through the correct channels. Ideally concerns should be raised via the appropriate Head of Year and reported into the assistant principal for support and guidance.

Staff have access to My Concern and are able to report concerns in this format, associating students and evidence that can be used to help with any investigation.

#### **4.3 Reporting procedures for parents and other stakeholders**

All other adults are able to contact the academy via telephone, email or arrange to meet with the appropriate staff member to discuss concerns.

The academy will take appropriate action and keep parents informed of actions and progress.

## **5 Responding to bullying incidents**

We will make sure our response to incidents of bullying takes into account:

- the needs of the person being bullied
- the needs of the person displaying bullying behaviour
- the needs of any bystanders

Staff members dealing with an individual incident will ensure that a precise account of the incident is recorded on an Academy statement form. If the incident is a safeguarding concern a precise account will be recorded on the My Concern system.

Students involved will be spoken to by their Head of Year, or delegated member of staff to ensure the details in their statement have been understood.

Contact home to parents/guardians will be made and updates given when appropriate

Walton Academy commits to taking appropriate, proportionate and reasonable action in line with Lincolnshire County Council guidance which or affects students, even when they are not on Academy premises.

## **6 Reporting and Monitoring of bullying incidents**

All incidents that are reported in will be dealt with and resolved as quickly as possible.

The designated safeguarding lead will be informed of all bullying issues where there are safeguarding concerns.

Sanctions (as identified within the academy behaviour appendix) and support for individuals will be implemented, in consultation with all parties concerned.

If necessary, other agencies may be consulted or involved, such as: the police (if a criminal offence has been committed) or other local services including early help or children's social care (if a child is felt to be at risk of significant harm).

Heads of Year will have an open log of serious incidents, including bullying. The Assistant Principal for Behaviour and Attitudes will be responsible for the implementation, monitoring and reviewing of this log. It may also be used to identify trends and inform preventative work in the respective academy, leading to further development of the anti-bullying policy appendix.

## **7 Cyber bullying**

Walton Academy and The DA Trust defines cyberbullying as:

- bullying using technologies, particularly over the internet or via mobile and gaming networks.
- the use of technologies by an individual or by a group of people to upset deliberately and repeatedly someone else.

Walton Academy ensures that all staff and students are educated with regards to the steps they can take to protect themselves online, this is delivered through yearly safeguarding refresher training, tutorial programme, assemblies, personal development/SRE lessons and Lincs CC stay safer days (Y7/Y9).

We recognise that young pupils can be reliant on electronic devices and are aware that many incidents of unkindness towards each other often occur on specific platforms.

Walton is committed to ensuring that students are educated about a safe and respectful use of mobile technology, students are only permitted to use their phones during the hours of 8.45 and 15.35 as a learning aid.

All incidents of cyber bullying are dealt with in the same nature as other types of bullying and the same protocols will be followed. In addition to this, parents/carers will be informed and reminded how they can keep their child safe online, for example limiting internet access, parental controls, regular monitoring of messages etc.

Further details on online safety can be found in our Online Safety policy on the academy website.

## **8 Supporting pupils**

### **8.1 Victims of bullying (see Note 1)**

Pupils who have been bullied will be:

- Given reassurance and provided with continuous support to work towards restoring self-esteem and confidence.
- Offered an opportunity to discuss the experience with their Head of Year or Pastoral Mentor in the first instance.
- (Where appropriate) advised to keep a record of the bullying as evidence and discuss how to respond to concerns and build resilience as appropriate.
- Where appropriate further or specialist advice and guidance will be provided; this could include support through Early Help or Specialist Children's Services, or support through Child and Adolescent Mental Health Services (CAMHS).

## **8.2 Alleged perpetrators of bullying**

Pupils who have perpetrated the bullying will be helped by:

- Discussing what happened, establishing the concern and the need to change.
- Informing parents/guardians to help change the attitude and behaviour of the child.
- Providing appropriate education and support regarding their behaviour or actions.
- Sanctioning, in line with the academy behaviour policy and protocol.
- Working with the wider community and local/national organisations – when appropriate – to provide further or specialist advice and guidance; this may include involvement from the Police or referrals to Early Help, Specialist Children's Services, or Child and Adolescent Mental Health Services (CAMHS) as appropriate.

## **9 Supporting parents/carers**

**If your child has been bullied or harassed:**

- Calmly talk with your child about their experiences.
- Make a note of what your child says including who was involved, how often the bullying has occurred, where it happened and what happened.
- Reassure your child that they have done the right thing to tell you about the bullying.
- Explain to your child that should any further incidents occur they should report them to an adult in school immediately.
- Make an appointment to see your child's Form Tutor or Head of Year.
- Explain to the teacher the problems your child is experiencing.

**When talking with members of staff about bullying or harassment:**

- Try to stay calm and bear in mind that the staff member may have no idea that your child is

being bullied or may have heard conflicting accounts of an incident.

- Be as specific as possible about what your child says has happened, give dates, places and names of other children involved.
- Make a note of what action the academy intends to take.
- Ask if there is anything you can do to help your child or the academy.
- Stay in touch with the academy and let them know if things improve as well as if problems continue.

**If you are not satisfied:**

Parents are encouraged to refer to the Diverse Academies Concerns and Complaints procedure.

<https://www.diverseacademies.org.uk/wp-content/uploads/sites/25/2018/08/Concerns-and-complaints.pdf>

- Check with the academy and Trust anti-bullying policy to see if agreed procedures are being followed.
- Discuss your concerns with a governor.
- Make an appointment to discuss the matter with the Assistant Principal (BA).
- If this does not help, make an appointment to discuss the matter with the Principal.
- If this does not help, write to the Chair of Governors explaining your concerns and what you would like to see happening.

**If your child is displaying bullying behaviour towards others:**

- Talk with your child and explain that what they are doing is unacceptable and makes other children unhappy.
- Discourage other members of your family from bullying behaviour or from using aggression or force to get what they want.
- Show your child how they can join in with other children without bullying.
- Make an appointment to see your child's Head of Year and explain the problems your child is experiencing as well as discussing how you can work together to stop them bullying others.
- Regularly check with your child how things are going at the academy.
- Give your child lots of praise and encouragement when they are co-operative or kind to other people.

### **If your child is experiencing any form of cyberbullying:**

- Ensure your child is careful whom they give their mobile phone number and e-mail address to.
- Check exactly when a threatening message was sent and keep evidence of offending emails, text messages or online conversations. Do not delete messages.
- If the bullying involves a student from Walton, contact the school to report this.
- Contact the service provider to report the incidents.
- If the cyber bullying is serious and a potential criminal offence has been committed, you should consider contacting the Police.

See Note 2 if you are experiencing bullying as an adult.

## **10 Involvement of pupils**

Throughout the academy year, student voice will be carried out and reviewed in relation to how pupils perceive their safety in the academy. The Head of Year team will work with the Assistant Principal for Behaviour and Attitudes in discussing relevant themes and actions that need to be put in place.

The policy appendix will be reviewed by the student leadership team with the Assistant Principal: for Behaviour and Attitudes and feedback will be shared with the senior leadership team in a timely fashion.

Walton Academy publicises details of internal and external support in the student planner, on the TV screens and on tutor boards to ensure the information is readily available if and when needed.

## **11 Involvement of parents and guardians (complaints procedure)**

Key information is readily available to parents/carers via the following channels:

- Academy website
- 'Reach More Parents' – parent communication platform
- Student Planners

Work with all parents and the local community to address issues beyond the academy gates that give rise to bullying. We encourage parents to work in co-operation with us to role model positive behaviour for pupils, both on and offline.

However, if a bullying concern or complaint does arise, academies have procedures in place in accordance with the terms of the Education (Independent School Standards) Regulations 2014

Part 7 Informal complaints are made using the flowchart protocol in the Concerns and Complaints Policy – section 4. In the unlikely event of a formal complaint, section 5 of the above policy is used.

Diverse Academies Concerns and Complaints procedure can be found on the website:

<https://www.diverseacademies.org.uk/wp-content/uploads/sites/25/2018/08/Concerns-and-complaints.pdf>

## **12 Monitoring and review**

Walton Academy has an allocated member of the Local Academy Committee (LAC) who is responsible for over-seeing the anti-bullying policy and procedures. They work with the Assistant Principal for Behaviour and Attitudes and Designated Safeguarding Lead and report on specific Academy issues via half termly LAC meetings.

This appendix is reviewed annually by the Academy in the Summer Term in time for the next academic year. We will monitor the application and outcomes of the appendix to ensure it is being applied effectively.

### **Note 1: Guidance for students**

#### **If you are being bullied or harassed:**

- Remember it is not your fault.
- Try to stay calm and look as confident as you can.
- Be firm and clear – look them in the eye and, if possible, tell them to stop and tell them how you feel.

#### **After you have been bullied or harassed:**

- All bullying and harassment is wrong and you do not have to stay silent about it.
- Tell an adult or somebody you trust about what has happened straight away. Adults in the academy have a responsibility to give you help and support around bullying.
- If you are scared to tell a teacher or an adult on your own, ask a friend to go with you.
- Keep on speaking until someone listens and does something to stop the bullying.

#### **When you are talking to an adult about bullying be clear about:**

- What has happened.
- How often it has happened.
- Who was involved.
- Who saw what was happening.

- Where it happened.
- What you have done about it already.

**If you experience bullying or harassment by mobile phone, text messages or e-mail:**

- Don't retaliate or reply.
- Save the evidence – do not delete anything.
- Make sure you tell an adult who you trust.
- Contact your service provider or look at their website to see where to report incidents.
- If appropriate contact the police and show them the evidence.
- Be careful who you give your mobile phone number or e-mail address to.
- Make a note of exactly when a threatening message was sent.

**Note 2: Guidance for adults experiencing bullying or harassment**

The response may be broadly similar or vary greatly to the response chart if it is an adult being bullied. If you are experiencing bullying as an adult:

- Share your concerns with a trusted colleague.
- Seek advice and information from your union or professional association.
- Make a record of all incidents and date them.
- If you feel your situation is not being resolved then you should follow the academy's formal procedures as adopted by the Governing Body. This initially involves speaking to the Principal, or if the incident involves the Principal, the Chair of Governors.

**Note 3: Strategies for preventing bullying**

As part of our on-going commitment to the safety and welfare of our students we have developed the following strategies to promote positive behaviour and discourage bullying behaviour.

- Annual Well-being week / Anti-bullying week / Stay Safer Partnership Days / Tutorial Programme / Assemblies
- Specific curriculum input on areas of concern including cyber-bullying and internet safety / assemblies.
- Student leadership and working parties.
- Counselling and / or mediations schemes.
- Multi agency co-operation.

Reactive programmes for vulnerable groups involved in bullying. For example:

- Restorative Conversations.
- Counselling and / or mediation schemes.

Support for parents / carers

- Parent groups / extended schools.
- Parent information events / information.

<b><i>Policy lead</i></b>	Mrs K Dolby (AP :BA)
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