



# **Sandwell Community School**

## **Anti-Bullying and Anti-Harassment Policy**

## **Contents**

- 1. Statement of intent**
- 2. Aims**
- 3. Objectives**
- 4. Definitions**
- 5. Procedures**
- 6. Code of Conduct**
- 7. Help organisations**
- 8. Complaints procedure**
- 9. Relevant policies**
- 10. Monitoring, Evaluation and Review of Policy**
- 11. Appendix 1 (Example letter)**

## **1. Statement of Intent**

At Sandwell Community School bullying and harassment in any form will not be tolerated. We aim to remove barriers to learning, provide a safe, caring, nurturing environment. Our work specifically targets social, emotional and behavioural skills and educational progress. Thus, at our school students with educational and social challenges can develop the skills and character necessary to achieve their potential both academically and socially. This will enable them to access appropriate education, work or post statutory education studies successfully. We believe education is the shared responsibility of the student, home, school & community to work with them to help them live a full and enjoyable life.

## **2. Aims**

- To create an ethos in which bullying/harassment are considered to be unacceptable by all members of the school community.
- To identify and deal effectively with incidents of bullying/harassment across our school.

## **3. Objectives**

- To ensure all stakeholders have access to the school anti-bullying and anti-harassment policy.
- To maintain and develop effective listening systems for students and staff within the school.
- To involve all staff in dealing with incidents of bullying/harassment effectively and promptly.
- To equip all staff with the skills necessary to deal with bullying/harassment.
- To communicate with parents effectively on the subject of bullying/harassment.
- To ensure that all incidents of bullying/harassment are recorded and appropriate use is made of the information and where appropriate shared with relevant organisations.

#### **4. Definitions**

Bullying is any behaviour that is deliberately intended to hurt, threaten or frighten another person or group of people. It is usually unprovoked, persistent and can continue for a long period of time. It always reflects an abuse of power and is usually premeditated.

Bullying behaviour can include:

- Emotional – name calling, being unfriendly, excluding, tormenting (hiding books, threatening gestures), being forced to do something against their will, being forced to hand over money
- Verbal – teasing, name calling, spreading rumors
- Physical – hitting, pushing, pinching, kicking or any use of violence
- Theft – personal possessions taken, e.g. bag or mobile phone
- Cyber – receiving abusive texts, e mails, abuse via social networking sites, misuse of associated technology, e.g. camera, video
- Religious – being attacked in any way due to religion
- Racist – racial taunts, graffiti, gestures
- Sexual – unwanted physical contact or sexually abusive comments
- Homophobic – any form of attack because of sexuality or perceived sexuality of the victim
- Harassment is defined as any kind of unreasonable behaviour which alarms, distresses or torments someone else

#### **5. Procedures**

- When a bullying incident is identified it is important to make a record of who is involved, what happened and how it was followed up.
- All incidents of bullying to be brought to the attention of a senior member of staff and communicated to all campus staff
- All incidents to be dealt with as soon as possible
- Parents/carers to be informed by letter/phone call (see Appendix 1 – letter)
- Appropriate action will be taken and recorded and the victim informed
- Support for the victim to be provided if necessary

## **6. Code of Conduct (with regard to campus behaviour and relationships within the campus community)**

We recognise that all adults in the school are in effect role models for the students. The way in which we behave towards each other and to students is particularly important in terms of providing positive role models.

Therefore, all adults must:

- show respect for every student and other colleagues within the school community.
- be aware of vulnerable students
- criticise the behaviour rather than the student
- avoid favoritism
- be seen to be fair
- avoid labeling
- have high expectations of students
- never give students ammunition to use against each other
- actively seek to develop a praise culture within the school.

Young people also have a responsibility to role model appropriate behaviour for their peers. We therefore believe that all students must:

- show respect for their fellow students and adults working within the school
- support and be sensitive to others when they may be feeling vulnerable
- actively seek to develop a praise culture within the school
- actively support the school anti-bullying policy
- take responsibility for their own behaviour.

## **7. How to get more information**

The best way to get more information is to speak to a member of staff at your Campus (the one where your child attends). They will take your concerns seriously and do their best to help.

### **Help Organisations**

Advisory Centre for Education (ACE)	020 7354 8321
Children's Legal Centre	0845 345 4345
KIDSCAPE Parents Helpline (Mon-Fri, 10-4)	0845 1205 204
Parentline Plus	0808 800 2222
Youth Access	202 8772 9900
Bullying Online	<a href="http://www.bullying.co.uk">www.bullying.co.uk</a>

Visit the Kidscape website [www.kidscape.org.uk](http://www.kidscape.org.uk) for further support, links and advice.

For a copy of Kidscape's free booklets "Stop Bullying" "Preventing Bullying" and "You Can Beat Bullying" send a large (A4) self-addressed envelope (marked "BullyPack") with 6 first class stamps to:

Kidscape  
2 Grosvenor Gardens  
London  
SW1W 0DH

## **8. Complaints Procedure**

Any complaints should be reported directly to the Head of Campus. Complaints can be made via telephone, visit or in writing.

## **9. Relevant Policies**

Other Campus policies that cross reference with this one are:

- Behaviour and Discipline Policy
- Health & Safety Policy
- Safeguarding and Child Protection Policy and guidance

- Confidentiality policy
- Equality policy
- e-Safety policy

## **10. Monitoring, Evaluation and Review of Policy.**

It is the responsibility of the Executive Head to oversee and organise the monitoring and evaluation of this policy, in the context of the overall school plans for monitoring.

The Curriculum and Standards Committee is responsible for overseeing, reviewing and organising the revision of this policy.

Ofsted is required to evaluate and report on the total student experience and this includes evaluating and commenting on the impact of this policy on students, and on support, staff development, training and delivery thereof.

## 11. Appendix 1: Example Letter

(Letter sent following incident of bullying behaviour)

Date

Dear *(insert name of parent/carer)*

### **Unacceptable behaviour relating to issues of bullying and harassment**

As the Head of Campus I have spoken to *(insert pupil's name)* about his/her unacceptable behaviour relating to a bullying incident at *(insert Campus name)*. I also feel that it is vital that you also talk to him/her at home about the unacceptable nature of this type of behaviour.

Although I do not intend to take any further action at this stage, I have explained to *(insert pupil's name)* that any further incidents of a similar nature will be dealt with as a very serious matter and may result in a fixed or permanent exclusion.

I enclose a copy of Sandwell Community Schools Anti-Bullying and Anti-Harassment Policy, but please do not hesitate to contact me if you wish to discuss the matter further.

Many thanks for your co-operation.

Yours sincerely,

Head of Campus



**Ratification:**

T Lecointe, D Smith

Executive Head (acting)

Signed:.....

Date:

J McBride:

Chair of Governing Body

Signed:.....

Date:

**Implementation:** 23 February 2016

**Review Date:** February 2017