

Manchester Communication Academy

Anti-bullying Policy



with you, for you, about you.

This document has been approved for operation within	
Date of last review	September 2018
Date of next review	March 2020
Review Period	
Date of Trustee Approval	March 2019
Status	Approved
Person Responsible for Policy	J Rowlands
Owner	Manchester Communication Academy
Signature of Approval	R Lawler

Amendment Date:	Sections Amended	Page Number:
26 th March 2019	Key Contact Personnel information added	Introductory page
	Definition of bullying updated to reflect latest DfE guidance	4
	New section on Responsibilities	4
	Supporting pupils section updated to include other agencies e.g. Early Help & CAMHS	6
	Section added on Supporting adults	7

Key Contact Personnel

Nominated Member of Leadership Staff Responsible for the policy: John Rowlands - Principal

Designated Safeguarding Lead (s):

- Andrea Grant Assistant Principal (Safeguarding)
- Karen Batchelor Area Leader – Safeguarding
- Named Governor with lead responsibility: Robin Lawler Chair of Governors

This policy will be reviewed at least annually, and following any concerns and/or updates to national/local guidance or procedures

Aims

This policy aims to:

- Enable students to achieve in a safe and healthy environment
- Promote respect for oneself and others
- Provide a consistent approach to challenging bullying effectively.

Legislation and Statutory Requirements

The Law states that an educational establishment has to have measures in place to prevent bullying.

This policy is based on advice from the Department for Education (DfE) on:

- Preventing and tackling bullying •
- The Equality Act 2010 • The Children Act 1989 •
- The Education and Inspections Act 2006 •
- Protection from Harassment Act 1997 •

- Malicious Communications Act 1988 •
- Communications Act 2003 •
- Public Order Act 1986

DfE guidance explains that academies should publish their behaviour policy and anti-bullying strategy online.

This policy complies with our funding agreement and articles of association.

Responsibilities

It is the responsibility of:

- The Principal to communicate this policy to the school community, to ensure that disciplinary measures are applied fairly, consistently and reasonably, and that a member of the senior leadership team has been identified to take overall responsibility.
- Governors to take a lead role in monitoring and reviewing this policy.
- All staff, including: governors, senior leadership, teaching and non-teaching staff, to support, uphold and implement this policy accordingly.
- Parents/carers to support their children and work in partnership with the school.
- Pupils to abide by the policy.

Definitions

Bullying can be defined as “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)

- Deliberately hurtful
- Repeated, often over a period of time
- Difficult to defend against

Type of Bullying	Definition
Emotional	Being unfriendly, excluding, tormenting
Physical	Hitting, kicking, pushing, taking another’s belongings, any use of violence
Racial	Racial taunts, graffiti, gestures
Sexual	Explicit sexual remarks, display of sexual material, sexual gestures, unwanted physical attention, comments about sexual reputation or performance, or inappropriate touching. Peer on peer abuse.
Direct or indirect verbal	Name-calling, sarcasm, spreading rumours, teasing
Cyber-bullying	Bullying that takes place online, such as through social networking sites, messaging apps or gaming sites

Climate for Learning

To support our climate for learning (outlined in the behaviour policy) we have Health lessons within our Aspire curriculum that encourage students to be safe and healthy. This includes lessons on bullying, e safety and mindfulness.

We also have a fortnightly cycle of assemblies where our Academy Values are shared with the weekly focus from the global citizenship calendar. Assemblies specifically on anti-bullying are planned into this by our Area Leader for Health, with a demonstration of Tootoot, the reporting platform.

At Manchester Communication Academy we also have Health Ambassadors who are trained to support students. In 2018 / 19 we are training additional anti-bullying ambassadors to work with our Student Council and Health Ambassadors.

All students sign a code of conduct at the start of the Academic year.

Reporting and Recording Instances of Bullying

Bullying can be reported in three ways:

1. Verbally to any teacher who will log this on the school Sims database for the pastoral team;
2. Anonymously through Tootoot, an online reporting platform or
3. A parent, carer or community member way wish to ring or email the school, which will be referred to the pastoral team.

All instances of bullying will be recorded on the schools Sims database with specific details of the incident, type of bullying and the students involved.

Dealing with Instances of Bullying

- Study plus – additional lessons to rectify behaviour and / or catch up on work
- Isolation
- Removal from social times
- Confiscation of any items involved in the bullying
- Removal from representing the Academy
- Exclusion

The incident may also be referred to the Police if it is found to be unlawful.

To conduct the investigation fully, we reserve the right to search students, access student electronic devices and confiscate where deemed appropriate.

Students may need to be isolated during the investigation period.

When appropriate, a restorative conversation will take place between both students and parents.

Once resolved, the incident will be updated on Sims and remain on file, forming part of the students behaviour record.

Bullying outside of the Academy

We are one team at Manchester Communication Academy and instances of poor behaviour and bullying are dealt with in the same way as if they had happened on the school premises. In some instances, we may need a little longer to investigate if third parties are involved.

Supporting Pupils

Pupils who have been bullied will be supported by: •

- Reassuring the pupil and providing continuous pastoral support.
- Offering an immediate opportunity to discuss the experience with their teacher, the designated safeguarding lead, or a member of staff of their choice.
- Being advised to keep a record of the bullying as evidence and discuss how to respond to concerns and build resilience as appropriate.

- Working towards restoring self-esteem and confidence.
- Providing ongoing support. This may include; working and speaking with staff, offering formal counselling, engaging with parents and carers.
- Include support through Early Help or Specialist Children's Services, or support through the Children and Adolescent Mental Health Service (CAMHS).

Pupils who have perpetrated bullying will be helped by: •

- Discussing what happened, establishing the concern and the need to change.
- Informing parents/carers to help change the attitude and behaviour of the child.
- Providing appropriate education and support regarding their behaviour or actions.
- If online, requesting that content be removed and reporting accounts/content to service provider.
- Sanctioning, in line with school behaviour/discipline policy. This may include; parental meetings, SLT warnings, study plus, removal of privileges (including online access when encountering cyberbullying concerns), and fixed-term or permanent exclusions.
- Where necessary, working with the wider community and local/national organisations 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 the Children and Adolescent Mental Health Service (CAMHS).

Supporting adults

Our school takes measures to prevent and tackle bullying among pupils; however, it is equally important to recognise that bullying of adults, including staff and parents, whether by pupils, parents or other staff members, is unacceptable.

Adults who have been bullied or affected will be supported by: •

- Offering an immediate opportunity to discuss the concern with the designated safeguarding lead, a senior member of staff and/or the Principal.
- Advising them to keep a record of the bullying as evidence and discuss how to respond to concerns and build resilience, as appropriate.
- Where the bullying takes place off school site or outside of normal school hours (including online), the school will still investigate the concern and ensure that appropriate action is taken in accordance with the schools' behaviour and discipline policy.
- Reporting offensive or upsetting content and/or accounts to the service provider, where the bullying has occurred online.
- Reassuring and offering appropriate support.
- Working with the wider community and local/national organisations to provide further or specialist advice and guidance.
- Support from the school's counsellor or accessing the Health Assured helpline (staff)

Adults who have perpetrated the bullying will be helped by: •

- Discussing what happened with a senior member of staff and/or the Principal to establish the concern. •
- Establishing whether a legitimate grievance or concern has been raised and signposting to the school's official complaints procedures. •
- If online, requesting that content be removed. •
- Instigating disciplinary, civil or legal action as appropriate or required. Where necessary, working with the wider community and local/national organisations to provide further or specialist advice and guidance.

Vulnerable Students

Our vulnerable students are given the support and guidance they need through a coordinator. We also have a Hub, which is a place where students with additional needs and their friends can go at social times if they are not comfortable around other students.

Training

Staff and Governors receive training updates every year on how to minimise the opportunity for bullying, how to identify bullying, record it and who to refer it to.

Evaluation and Monitoring

This policy will be monitored by the Principal and reviewed annually. As part of this review, staff, student and parent voice will be considered.

Links to Other Policies

- Child Safeguarding & Protection policy
- Behaviour policy