



The Academy at  
**St James**  
Aspire, Achieve, Believe

The Academy at St James  
Chelwood Drive  
Bradford  
BD15 7YD  
**Telephone: 01274 777095**  
**Head of School: Mr Chris Tolson**

# **ANTI BULLYING POLICY**

**Reviewed and Approved by:- ATB**

**Date of meeting:- 27.11.17**

**Next review date:- 27.11.20**

# The Academy at St. James

## Anti-Bullying Policy

### Introduction

#### **Aims and purpose:**

Bullying of any kind is unacceptable and will not be tolerated at our school. At our school the safety, welfare and well-being of all pupils and staff is a key priority. We take all incidences of bullying seriously and it is our duty as a whole school community to take measures to prevent and tackle any bullying, harassment or discrimination. We actively promote values of respect and equality and work to ensure that difference and diversity is celebrated across the whole school community. We want to enable our pupils to become responsible citizens and to prepare them for life in 21st Century Britain. These values reflect those that will be expected of our pupils by society, when they enter secondary school and beyond in the world of work or further study. We are committed to improving our school's approach to tackling bullying and regularly monitor, review and assess the impact of our preventative measures.

#### **Wider school aims / ethos:**

Our school is a place where every person has the right to be themselves, to be included and to learn in a safe and happy environment. Everyone at our school is equal and treats each other with respect and kindness.

#### **Consultation:**

Governors

#### **Sources and references:**

Stonewall Toolkit

### Procedures and practice

#### **1. Definition of bullying**

Bullying is hurtful or unkind behaviour which is deliberate and repeated. Bullying can be carried out by an individual or a group of people towards an individual or group. The **STOP** acronym can be applied to define bullying – **Several Times On Purpose**.

The nature of bullying can be:

- **Physical** – such as hitting or physically intimidating someone, or using inappropriate or unwanted physical contact towards someone
- **Attacking property** – such as damaging, stealing or hiding someone's possessions
- **Verbal** – such as name calling, spreading rumours about someone, using derogatory or offensive language or threatening someone
- **Psychological** – such as deliberately excluding or ignoring people
- **Cyber** – such as using text, email or other social media to write or say hurtful things about someone

Bullying can be based on any of the following things:

- **Race** (Racist bullying)
- **Religion or belief**
- **Culture or class**

- **Gender** (sexist bullying)
- **Sexual orientation** (homophobic or biphobic bullying)
- **Gender identity** (transphobic bullying)
- **Special Educational Needs (SEN) or disability**
- **Appearance or health conditions**
- **Related to home or other personal situation**
- **Related to another vulnerable group of people**

**NO FORM OF BULLYING WILL BE TOLERATED AND ALL INCIDENTS WILL BE TAKEN SERIOUSLY.**

## **2. Reporting bullying**

### **PUPILS WHO ARE BEING BULLIED**

If a pupil is being bullied they are encouraged to not retaliate but to tell someone they trust about it such as a friend, family member or trusted adult. They are also encouraged to report any bullying incidents in school:

- Report to a teacher - their class teacher,
- Tell a playground buddy, member of the class council or a friend they trust who in turn can help them tell a teacher or staff
- Tell any other adult staff in school - such as Lunchtime Supervisors, Teaching Assistants or the school office
- Tell an adult at home
- Report anonymously through a worry box
- Call ChildLine to speak with someone in confidence on 0800 1111

### **Reporting - roles and responsibilities**

**STAFF:** All school staff, both teaching and non-teaching (for example lunchtime supervisors, site managers etc) have a duty to report bullying, to be vigilant to the signs of bullying and to play an active role in the school's measures to prevent bullying. If staff are aware of bullying, they should reassure the pupils involved and inform their class teacher. The member of staff should then do the following:

1. Follow the behaviour policy guidelines
2. Use a restorative approach to ascertain what has happened.
3. Define what type of bullying has happened.
4. Seek advice from the pastoral team and support for consequences.
5. Speak to SLT about the incident
6. Record this on CPOMS using the tag Bullying and check if it has happened before ( repeated incidents will require a different response)
7. Discuss and agree on sanctions as seen in the behaviour policy
8. Speak to parents about the incident and explain the consequences

**SLT:** The Senior Leadership Team and the head teacher have overall responsibility for ensuring that the anti-bullying policy is followed by all members of staff and that the school upholds its duty to promote the safety and well-being of all young people.

**PARENTS AND CARERS:** Parents and carers should look out for potential signs of bullying such as distress, lack of concentration, feigning illness or other unusual behaviour. Parents and carers

should encourage their child not to retaliate and support and encourage them to report the bullying. Parents and carers can report an incident of bullying to the school either in person, or by phoning or emailing the school office or a member of staff - 01274 777095 or [office@stjameschurch.bradford.sch.uk](mailto:office@stjameschurch.bradford.sch.uk)

**PUPILS:** Pupils should not take part in any kind of bullying and should watch out for signs of bullying among their peers. They should never be bystanders to incidents of bullying, but should offer support to the victim and, if possible, help them to tell a trusted adult. Watching it happen is something which condones the action.

### **3. Responding to bullying**

When bullying has been reported, the following actions will be taken:

- Staff will record the bullying on CPOMS
- Designated school staff will monitor CPOMS
- Designated school staff will produce termly reports summarising the information, which the head teacher will report to the governing body
- Staff will offer support to the target of the bullying in discussion with the pupil's class teacher. Individual meetings will then be held with any target of bullying to devise a plan of action that ensures they are made to feel safe and reassured that the bullying is not their fault. Action plans will make use of school initiatives such as play leaders, Rainbow café and school council.
- Staff will pro-actively respond to the bully who may require support. They will discuss with the target's class teacher to devise a plan of action
- Staff will decide whether to inform parents or carers and where necessary involve them in any plans of action
- Staff will assess whether any other authorities (such as police or the local authority) need to be involved, particularly when actions take place outside of school

### **4. Bullying outside of school**

Bullying is unacceptable and will not be tolerated, whether it takes place inside or outside of school. Bullying can take place on the way to and from school, before or after school hours, at the weekends or during the holidays, or in the wider community. The nature of cyber bullying in particular means that it can impact on pupils' well-being beyond the school day. Staff, parents and carers, and pupils must be vigilant to bullying outside of school and report and respond according to their responsibilities as outlined in this policy. We have a link with the E-Safety PCSO and report E-Safety on CPOMS as an example of bullying. Where possible, screen shots of any online bullying will be taken and collected as evidence.

### **5. Derogatory language**

Derogatory or offensive language is not acceptable and will not be tolerated. This type of language can take any of the forms of bullying listed in our definition of bullying. It will be challenged by staff and recorded and monitored on CPOMS and follow up actions and sanctions, if appropriate, will be

taken for pupils and staff found using any such language. Staff are also encouraged to record the casual use of derogatory language and this will also be recorded on CPOMS.

## **6. Prejudice-based incidents**

A prejudice-based incident is a one-off incident of unkind or hurtful behaviour that is motivated by a prejudice or negative attitudes, beliefs or views towards a protected characteristic or minority group. It can be targeted towards an individual or group of people and have a significant impact on those targeted. All prejudice-based incidents are taken seriously and recorded and monitored in school, with the head teacher regularly reporting incidents to the governing body. This not only ensures that all incidents are dealt with accordingly, but also helps to prevent bullying as it enables targeted anti-bullying interventions. On CPOMS we have a tag called Racist Incidents and this must be used to indicate

## **7. School initiatives to prevent and tackle bullying**

We use a range of measures to prevent and tackle bullying including:

- A child-friendly anti-bullying policy displayed throughout school ensures all pupils understand and uphold the anti-bullying policy
- The PSHE programme of study includes opportunities for pupils to understand about different types of bullying and what they can do to respond and prevent bullying
- School assemblies help raise pupils' awareness of bullying and derogatory language
- Difference and diversity are celebrated across the school through diverse displays, books and images. The whole school participates in events including Anti-Bullying Week, Black History Month etc
- The school values of equality and respect are embedded across the curriculum to ensure that it is as inclusive as possible
- Stereotypes are challenged by staff and pupils across the school
- Playground buddies and pupil-led programmes offer support to all pupils, including those who may have been the target of bullying
- Restorative practice programmes provide support to targets of bullying and those who show bullying behaviour
- Pupils are continually involved in developing school-wide anti-bullying initiatives through consultation with groups [for example through the school council] and through the anti-bullying survey
- Working with parents and carers and in partnership with community organisations to tackle bullying, where appropriate

## **8. Training**

The head teacher is responsible for ensuring that all school staff, both teaching and non-teaching (including lunchtime supervisors, site managers etc) receive regular training on all aspects of the anti-bullying policy.

## **Concluding notes**

**Monitoring and review:**

The head teacher is responsible for reporting to the governing body (and BDAT where applicable) on how the policy is being enforced and upheld, via the termly report. The governors are in turn responsible for monitoring the effectiveness of the policy via the termly report and by in-school monitoring such as learning walks and focus groups with pupils.

**Other documents and appendices:**

Child friendly anti-bullying policy