



# Forest Gate Community School

## Anti-Bullying Policy

### 1.0 Mission Statement

Forest Gate Community School is a learning community where our students have high aspirations for themselves and each other. All of our students have the right to grow into well-informed, confident individuals who are able to demonstrate independent learning and responsibility in their attitudes towards one another.

### 2.0 Statutory Framework

Every school must have measures in place to prevent all forms of bullying. Section 89 of the Education and Inspections Act 2006 states that maintained schools must have measures to encourage good behaviour and prevent all forms of bullying amongst students. These measures are part of the school's behaviour and anti-bullying policies which must be communicated to all students, school staff and parents. Headteachers have the capacity to discipline students for bullying behaviour even when the student is not on school premises or under the lawful control of school staff.

### 3.0 Rationale

Forest Gate Community School is completely opposed to bullying and will not tolerate it. It is entirely contrary to the values and principles we work and live by. All members of the school community have a right to work in a secure and caring environment. They also have a responsibility to contribute, in whatever way they can, to the protection and maintenance of such an environment.

The school actively promotes positive interpersonal relations between all members of the school community. This policy has been developed through consultation which involves all members of the school community – children, parents, carers and all school staff.

To help meet our principles, we have established an effective and efficient system of communication with students, staff, parents and appropriate agencies to provide mutual information, advice and support.

### 4.0 Principles

The school has a zero-tolerance attitude to bullying. In this respect, this policy is intended to achieve in terms of outcomes:

- **For students:** To learn in a safe and calm environment that is free from disruption and in which education is the primary focus. In addition, this policy is designed to enable students to recognise bullying is occurring and how to get help and when to support a victim. Bullied victims will be listened to and reported incidents will be taken seriously and investigated. Following investigation, the bully will receive appropriate interventions and sanctions.

- **For staff:** To effectively perform their roles to enhance the learning and teaching of students in a safe, respectful and enriching school
- **For parents/carers:** To be secure that their children are safe, happy, achieving well, fully participating and are gaining skills to enhance their future study and employability.

## 5.0 Definition of Bullying

Bullying is an act of aggression, causing embarrassment, pain or discomfort to someone. It can take a number of forms: physical, verbal, making gestures, extortion and exclusion. It is an abuse of power. It can be planned and organised, or it may be unintentional. It may be perpetrated by individuals or by groups of pupils. Bullying has to be sustained, deliberate and either emotionally or physically damaging. Isolated incidents of low level annoyance are not classed as bullying.

## 6.0 The following are examples of bullying which we aim to prevent:

- Physical violence, such as hitting, pushing or spitting at another pupil
- Interfering with another pupil's property by stealing, hiding or damaging it
- Using offensive names when addressing another pupil
- Teasing or spreading rumours about another pupil or his/her family
- Belittling another pupil's abilities and achievements
- Writing offensive notes or graffiti about another pupil.
- Excluding another pupil from a group activity
- Ridiculing another pupil's appearance, way of speaking or personal mannerisms
- Misusing technology (internet or mobiles) to hurt or humiliate another person.
- Ridiculing people's religion, sexual orientation or gender.

Other actions may be construed as bullying, that are not included in this list.

## 7.0 Procedures and consequences

- Students must report bullying incidents to staff. Staff are required to allow students to talk and be listened to in confidence.
- All incidents of bullying will be recorded electronically on Behaviour Watch, even if the incident is minor
- Bullying and threats must be investigated and immediately stopped. A separate report of the investigation will be sent to the Deputy Headteacher responsible for anti-bullying to allow patterns of school bullying to be collated and identified
- The Head of Department or Head of Faculty should be informed if bullying occurs within a particular subject. This should also be recorded on Behaviour Watch. The Head of Learning and Student Manager are notified via Behaviour Real Time Notification if bullying behaviour is more generic and occurs in other subjects or locations around the school.
- The victim(s) of bullying will be supported to raise their self-esteem through skills-improving activities, counselling, regular mentoring and work carried out by the trained Bullying Ambassadors. An attempt will be made to help bullies change their behaviour, enabling them to recognise that they are masking a problem which they must deal with by developing cooperation skills.
- A range of sanctions (as detailed in the school Behaviour Policy) will be applied to people who are identified as perpetrator(s). Where appropriate, mediation will be conducted in a controlled environment between the perpetrator(s) and their victim(s).
- Parents, both of the victim(s) and perpetrator(s), should be informed in all cases ASAP. The former will be reassured that school is dealing with the bullying issue. Parents of the student

who is identified as the bully will be asked to discuss the problem with them and to attend a training workshop if appropriate.

- In serious cases exclusion will be considered and, if necessary and appropriate, the police will be informed.
- We will educate students about the need to report bullying through our assemblies, workshops and noticeboards.
- Students can report bullying anonymously and confidentially via the email address, [reportit@forestgatecst.org](mailto:reportit@forestgatecst.org)
- A senior member of staff will check the email every day and any reported cases will be investigated immediately using the school's the Bullying Incidents Checklist.
- Staff should do their best to prevent bullying before it occurs by being punctual to lessons and supervisory duties and having a well organised classroom. Staff ought to praise cooperative, inclusive, non-confrontational behaviour. It is also important that staff take every opportunity to publicly acknowledge that bullying is not acceptable and encourage the ethos of 'telling'.

## **8.0 Participation and Consultation Process**

**There is an on-going consultation process which includes:**

- Awareness raising programmes (curriculum and parent information evenings)
- Surveys distributed to pupils, parents and whole school staff
- Regularly checking the views of elected student representatives e.g. student leaders, anti-bullying ambassadors or Head Student
- Seeking the views of parents at information evenings or parents' evenings.
- Monitoring evaluation and review.

## **9.0 Responsibilities of all Stakeholders**

The Headteacher is ultimately responsible for the well-being of all students and staff. All staff, students, parents and governors should be made aware of the policy, alongside awareness being raised of the issues associated with bullying in schools.

**The Deputy Head teacher with responsibility for student participation and who oversees anti-bullying in school has the following responsibilities:**

- To ensure all staff are aware of the contents of the 'Anti-Bullying Policy' and that its procedures are adhered to through information and regular training
- To liaise with appropriate staff to ensure the implementation of whole school initiatives to highlight aspects of bullying awareness, such as Anti-Bullying Week, Safer Internet Day, Stop Cyberbullying Day and other events related to anti-bullying
- To ensure the use of appropriate assemblies to highlight aspects of bullying and aspects of the Citizenship curriculum concerned with bullying occurrences
- To ensure the appropriate Head of Learning and/or Student Manager monitors students involved in bullying and keeps the parents/ carers informed
- To ensure the appropriate Head of Learning and/or Student Manager manages bullying incidents appropriately
- To monitor and review evidence of bullying from Heads of Learning, classroom teachers, Student Leaders, the [reportit@forestgatecst.org](mailto:reportit@forestgatecst.org) email address and the School Safeguarding Forum.

**Heads of Learning, Student Managers and Family Support Worker have the following responsibilities:**

- Students are expected to show consideration and respect to all members of the school and local community at all times.
- Incidents that constitute bullying should be referred to the victim(s)/perpetrator(s) Head of Learning or Student Manager who will liaise with the Headteacher over action to be taken.
- The Head of Learning is responsible for clarifying the facts through thorough investigation and taking statements from the perpetrator(s), any victim(s) and witnesses using the Bullying Incidents Checklist.
- The Head of Learning, having clarified the facts, will inform all parents/carers of the incident and record the incident on Behaviour Watch.
- Continued monitoring of the victim(s)/perpetrator(s) individually by Head of Learning or Student manager.
- Referral to external agencies e.g. Social Services, Family First, Educational Psychologist, Metropolitan Police may be appropriate and will be decided upon by the Safeguarding Lead.

#### **School staff have the following responsibilities:**

- To be alert to any potential incident of bullying and intervene when instances are noticed
- To address minor incidents of disagreement in the capacity of a subject teacher, form tutor, member of staff on duty or as a classroom based and administrative support worker
- To report any incident of bullying to their line manager or Head of Learning as appropriate, in addition to making a record of the incident and actions taken on Behaviour Watch.
- To promote equality, consistency and shared learning as indicated in the Equal Opportunities policy.

#### **Students have the following responsibilities:**

- To ensure that previous victim(s) of perpetrator(s) are not isolated from groups of friends.
- To inform a member of staff that bullying is happening.
- Trained students (Bullying Ambassadors) will lead mediation between victim(s)/perpetrator(s) in a controlled environment. During mediation, they will allow both sides to have their say and help each side to understand the position of the other and come with the aim of establishing a mutual agreement. Bullying Ambassadors will alert the Head of Learning, Student Manager or the Deputy Head Teacher responsible for Student Participation when a situation is unresolved.
- To encourage the victim(s) to join in activities and groups.
- To actively listen, consider and participate in discussion on bullying issues in Citizenship lessons.

#### **Parents and carers have the following responsibilities:**

- To report to the relevant Head of Learning should they feel that their child is being subjected to bullying or have concerns about bullying.
- To be aware of and support the school's position on anti-bullying.
- To work in partnership with the school should a case of bullying involve their child/children.
- Where possible, to contribute in the evaluation of anti-bullying interventions at FGCS through parents' meetings, email to school and parent information meetings.

#### **The Responsibilities of All**

Everyone should work together with the common goal of combatting and eliminating bullying.

#### **10.0 Continuous Professional Development of Staff**

- Announcements about changes are made at staff briefing and staff INSETs and a draft document is circulated to all staff for comments and amendments. An updated copy of the full anti-bullying policy is circulated to staff when all adjustments are made and approved by the school's senior leadership.
- The staff handbook has a shortened version of the school anti-bullying policy with its focus on identifying bullying and the procedures to follow should an incident occur. The full policy and aspects of relevant policies, teaching and learning practices and curriculum suggestions are found in the RM staff folder entitled 'Anti Bullying'.

#### **11.0 Links with other school policies**

The policy links with the following areas:

- Behaviour policy including Cyber bullying. Child protection. Inclusion. Use of ICT. Whistleblowing policy
- Teaching and Learning policy. Equal opportunities. Marking policy
- Communication. CPD. Health and safety policy. Community cohesion.
- Personal, social, health, economic education. Rewards policy. Sex and relationships.

<b>Responsible for review:</b>	<b>Omar Deria</b>
<b>Version:</b>	<b>4</b>
<b>Reviewed:</b>	<b>04 July 2017</b>
<b>Next review date:</b>	<b>July 2020</b>