



**Cleveland
School**

ANTI-BULLYING POLICY

CONTENTS

1.0	CONTEXT	2
2.0	SCOPE	2
3.0	LEGISLATION AND STATUTORY GUIDANCE	2
4.0	PURPOSE	2
5.0	DEFINITIONS	2
6.0	PROCEDURES	3
6.1	Categories used	3
6.2	How bullying can be reported	3
6.3	How staff will handle the immediate response	3
6.4	How bullying will be investigated	4
6.5	How the action plan will be determined	4
6.6	How the action plan will be monitored	5
7.0	PREVENTION AND AWARENESS	5
8.0	HOW THE SCHOOL WILL RESPOND TO AN INCIDENT OF SEXTING	5
9.0	DEVELOPMENT, MONITORING AND REVIEW	6

Approved by the Cleveland School Local Governance Committee on 24th March 2024

Signed:

Thom Leggett, Chair

Next review due by 30th November 2026

1.0 CONTEXT

This policy should be read along with other relevant policies:

- Clevedon School Behaviour Policy.
- Futura Child Protection and Safeguarding Policy.
- Child-on-Child Abuse Policy
- Futura Online Safety Policy.
- Clevedon School Search, Screening and Confiscation policy.

2.0 SCOPE

This policy applies to:

- students at Clevedon School and their parents / carers.
- staff at Clevedon School.
- contractors, suppliers and other visitors to the Clevedon School site.

3.0 LEGISLATION AND STATUTORY GUIDANCE

This policy works alongside:

- The equality Act 2010
- The Education Act 2011
- Keeping Children Safe in Education 2024
- Preventing and Tackling Bullying 2017

4.0 PURPOSE

The purpose of this policy is to reduce or eliminate incidences of bullying at Clevedon School and to ensure that targets of bullying are offered appropriate support.

Clevedon School takes a zero-tolerance stance to bullying.

5.0 DEFINITIONS

Bullying is the wilful, conscious desire to hurt, threaten or frighten someone. It is repeated and usually unprovoked and can continue for a prolonged period. Bullying is not a one-off incident or argument or a friend sometimes being mean.

Bullying can take many forms, but the main types are:

- **Physical** - hitting, kicking (or any use of violence), taking people's belongings.
- **Emotional** - being unkind, excluding someone, tormenting.
- **Verbal** - name calling, insulting, making offensive remarks.
- **Indirect** - spreading nasty stories about someone, exclusion from social groups, being made the subject of malicious rumours, sending malicious e-mails or text messages on mobile phones or other devices.
- **Cyber-bullying** - all areas of internet, internet misuse, misuse of technology (including camera facilities and sexting).
- **Prejudice-based and discriminatory** – for example racist, sexist and homophobic bullying.
- **Disability / SEN** - focusing on a disability or a special educational need.

This policy and supporting documents will refer to the following roles:

- **Target** - the person who is the target / victim of the bullying behaviours.

- **Ringleader** - main perpetrator of the bullying behaviour towards the target.
- **Assistants** - the person or people who are frequently present when the bullying behaviour takes place and either directly or indirectly encourages the behaviour. This may involve laughing at the behaviour and joining in.
- **Bystanders** - the person or people that are aware of the bullying behaviour but do not join in or encourage it. They could also be described as a witness.
- **Defenders** - the person or people who try to support the target by encouraging them to report the bullying and/or by discouraging the ringleader.

6.0 PROCEDURES

6.1 Categories used

There are three main categories used to track bullying behaviours:

- **Suspected** – There have been initial bullying behaviours identified. Preventative education/ intervention is implemented.
- **Confirmed** – Bullying behaviour identified; educational work has been completed but the bullying behaviours have continued. Preventative education/ intervention is implemented, and external agencies considered.
- **Monitor** – No further incidents of bullying. Placed on the monitor log for 10 weeks, if no further issues raised them removed.

6.2 How bullying can be reported

- The student can report bullying to their tutor, head of house, student reception or any member of staff they feel comfortable talking to.
- Students can go to student reception to report any bullying behaviours.
- A parent / carer should report the bullying to either the tutor or head of house immediately. Parents / carers are encouraged to contact the school with any concerns at the first opportunity.
- Students can complete the 'Report Bullying Here' form using the button on Firefly.

6.3 How staff will handle the immediate response

If at any point any students are in immediate danger, this will be discussed with the Head of House / Designated Safeguarding Lead and action taken.

In some cases, immediate action is required before the investigation is completed to ensure the safety of those involved. For example, an individual being taken out of circulation.

1. Staff will listen to and reassure the target / defender that it will be investigated, and they have done the right thing.
2. Support will be offered to the target.
3. The target will be counselled not to retaliate or respond, especially in cases of online bullying.
4. The target will be helped to secure and provide relevant evidence such as by providing dates and times of incidents, names of witnesses, or in the case of online bullying by providing screenshots, copies of messages and links to locations where the bullying is taking place. They will be asked to think about what other information related to the case might be available online.
5. The target will be offered advice on the prevention of further incidents. This might include being offered support from staff at lunch or break times, or specific advice for online bullying such as how to block accounts, change contact details, or leave a chat room.
6. The parent / carer of the target will be informed of the report and that an investigation is underway.
7. Staff will confiscate and search phones or other devices where they have reasonable cause to suspect online bullying as per the Search, Screening and Confiscation policy.

8. The Designated Safeguarding Lead must be notified if it is suspected that sexting¹ has taken place.
9. To contain an online bullying incident when content has been circulated:
 - If the student responsible is known, they will be asked to remove the content after the opportunity to capture screen shots and witness content.
 - Staff will advise the student or parent / carer contact the host (e.g. the social networking site) to make a report to get the content taken down.
 - Staff may confiscate phones that are being used for online bullying.
 - In cases of illegal content, parents / carers will be advised to contact the police, who can determine what needs to be kept for evidential purposes.

6.4 How bullying will be investigated

The following principles will be used throughout the investigation:

- The Head of House of the ringleader will lead the investigation.
- Staff will listen and won't judge the students involved, whatever their role, during the investigation.
- All claims of bullying are taken seriously.
- Every incident of bullying will be dealt with on its own merit.

The investigation will proceed through these steps:

1. Written statements will be taken from students and staff regarding any incidents.
2. CCTV evidence may be viewed by specific members of staff.
3. The investigator will identify the target and ringleader as well as any assistants, bystanders and defenders according to the definitions above.
4. The investigator will seek any historical information that may be relevant, including the type of bullying and whether the support of outside agencies, or a report to them, is required.
5. In the case of online bullying ask the ringleader / assistants to tell them who they have sent messages on to.
6. A written record will be kept by the investigator, and these will be held whilst all students are in school.
7. Parents / carers of the target and ringleader / assistants may be consulted as part of the investigation.
8. If necessary, the Designated Safeguarding Lead, or deputy DSL, will be consulted.

6.5 How the action plan will be determined

Following the investigation, a plan of action will be determined and written down. This might include involving parents / carers of all parties.

Each case that is investigated is treated on its own merits. There is no common formula. The range of actions could, but not exclusively, include:

- Warning of behaviour.
- Behaviour agreements.
- Mutual Respect Agreement.
- Restorative meetings between students.
- Educational opportunities (internal or external).
- Meetings with parents / carers.
- Managing emotions support.
- Counselling sessions.

¹ Sending, receiving, or forwarding sexually explicit messages, photographs, or videos, primarily between mobile phones. It may also include the use of a computer or any digital device.

The following will be considered for each role:

- **Target** - all students who are the target of bullying will be supported and counselled with strategies provided as to how to handle the situation.
- **Ringleader & Assistants** - there is no common sanction, but the range of consequences could include: a restorative meeting and apology, drafting and committing to a Mutual Respect Agreement, parent / carer meeting, detention, isolation, fixed term suspension or permanent exclusion. Please see the Behaviour Policy for more information on the sanctions that the school may put in place.
- **Bystanders** - bystanders may be offered educational opportunities to help them understand the effects of their inaction.
- **Defenders** - where appropriate the actions of defenders should be praised and shared as examples of kind and courageous behaviour.

Parents / carers of all parties will be regularly communicated with regarding progress of the action plan or further strategies that may be required. Details of actions taken with other parties may not be shared for reasons of confidentiality.

6.6 How the action plan will be monitored

The Head of House or tutor will monitor the situation and be responsible for leading the agreed strategies. Regular checks will be completed by the tutor and Head of House, with reference to the action plan, to ensure all students affected are able to discuss anything.

7.0 PREVENTION AND AWARENESS

To ensure that all students are aware that all bullying concerns will be dealt with sensitively and effectively:

- Staff are on duty around the school before school, at breaktime and lunchtimes. They can be easily identified in fluorescent tops.
- Heads of House are available before school, breaktimes, lunchtimes and after school for students to discuss any issues.
- Students can go to student reception to discuss or report any concerns they have.
- Citizenship lessons tackle the issue of bullying and staff invite students to talk with them should the lesson raise any matters they wish to talk through.
- Anti-Bullying Week and National Safer Internet Day activities in line with national strategy raises the profile of anti-bullying in school.
- Assemblies often feature topics that allow students to reflect on their approach and behaviour towards others.
- Future lectures in sixth form raise awareness and offer a safe place for reflection on the topic of bullying. Both in school and within wider society and contexts.
- Support staff have appropriate knowledge to be able to identify and tackle bullying appropriately.

8.0 HOW THE SCHOOL WILL RESPOND TO AN INCIDENT OF SEXTING

The UK Council for Child Internet safety (UKCCIS) have produced guidance for schools on how to respond to the following incidents:

- Person under 18 creates a sexual image of themselves and shares it with another person under 18.
- A person under 18 shares an image of another under 18 with another person under 18 or an adult.
- A person under 18 is in possession of sexual imagery created by another person under 18.

The Designated Safeguarding Lead will oversee any incidents which meet the criteria outlined above and all actions taken will be taken in line with the UKCCIS guidance.

Further guidance in relation to sexting can be found in the Futura Learning Partnership Child Protection and Safeguarding Policy.

9.0 DEVELOPMENT, MONITORING AND REVIEW

- Monitor, evaluate and review our anti-bullying policy at least termly to ensure that the policy is effective at reducing incidents of bullying at Clevedon School.
- A review may be undertaken following a sufficiently serious case.
- Seek feedback from students via student councils, surveys and other student voice activities.
- Learn from anti-bullying good practice from external sources.
- Work with the Local Governance Committee to review the policy.