**Guidelines for the Development, Implementation and Review of an Anti-bullying Policy.**

**August 2017**

This document replaces the **Guidelines for the Development, Implementation and Review of an Anti-bullying Policy, August 2015.** It offers guidance around policy development and review and a Model policy for all schools (primary, secondary and special) to use as a template.

Support and a quality assurance check are available for all schools and academies where they have opted into the TETC offer, with the option of follow up training.

For full details contact https://exchange.nottscc.gov.uk/owa/14.3.195.1/themes/resources/clear1x1.gifhttps://exchange.nottscc.gov.uk/owa/14.3.195.1/themes/resources/clear1x1.gif

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**Useful documents**

* **Preventing and Tackling Bullying**-Advice for head teachers, staff and governing bodies July 2017 [www.gov.uk/governmentpublications](http://www.gov.uk/governmentpublications) ref DFE-00160-2017
* **School inspection handbook**- This handbook describes the main activities undertaken by inspectors conducting inspections of schools in England under section 5 of the Education Act 2005 (as amended) from August 2016. It forms the single key resource for the inspection of schools under section 5 except for the additional detailed guidance on safeguarding provided in **‘Inspecting safeguarding in early years, education and skills settings 2016**
* **Keeping Children Safe in Education-www.gov.uk/government/uploads/system/uploads/attachment\_data/file/550511/Keeping\_children\_safe\_in\_education**
* **Nottinghamshire County Council Anti-bullying Policy 2016-2018 Available via the TETC pages on the schools portal**

**Auditing current practice:**

A regular review of the school’s anti-bullying work is required to check that the work is operating effectively within the school; is supported and understood by all; and addresses the issues currently giving concern.

Schools may be interested in signing up to the All Together Project which is running from April 2017-October 2018.This project is a partnership between Nottinghamshire County Council and the Anti-bullying Alliance and aims to support schools to ensure that their Anti-bullying procedures and practices are robust. For full details contact [lorna.naylor@nottscc.gov.uk](mailto:lorna.naylor@nottscc.gov.uk) or go to the TETC/Anti-bullying section of the Schools’ Portal.

**Consultation:**

Schools may wish to consider whether they need to construct a new Anti-bullying

Policy or refresh the existing one based upon recent guidance. A working group could be set up within the school to co-ordinate the work. This might include:

* A representative from the governors
* The Anti-bullying Lead
* Support staff
* A Parent/Carer
* A young person(s)
* Members from outside agencies working with the school for example –Police,EP

This group may wish to meet as a whole but often this is not practicable and some schools find co-ordinated smaller consultations with the co-ordinator of this work or consulting electronically more productive.

**Checklist- when auditing the existing policy and writing a new one.**

**Does the policy have?**

1. **An introductory statement which:**

* Gives information on the intent of the school
* Outlines the principles and values of the school
* Gives information on stakeholder expectations
* Refers to the legal obligations of the school

1. **Evidence of consultation with all stakeholders**

* Members of staff
* Governors
* Parents/carers
* Children and young people
* Other partners (extended schools, visiting external providers in school and external providers off site (14-19 curriculum), representatives from the local community, police.
* Where the policy can be accessed.

1. **Roles and responsibilities**

* The Head teacher
* The Anti –bullying Coordinator
* The named governor

1. **Definition of bullying behaviour**

**The policy should:**

* Have a definition of bullying
* Mention how bullying is different from other kinds of aggressive

behaviour including baiting, banter and relationship conflict

* Mention the different forms of bullying behaviour
* Mention the reasons behind bullying behaviour, including prejudice related bullying relating to the protected characteristics as defined in the Equality Act 2010
* Mention inappropriate language and terminology in relation to the protected characteristics as defined in the Equality Act 2010
* Mention cyber bullying
* Mention bullying outside school including the school journey and cyberbullying

1. **Reporting and responding to bullying:**

The policy should:

* Show how pupils should report if they are being bullied (to whom, how) and mention the responsibilities of pupil bystanders
* Whole group responses to bullying behaviour and their responsibilities
* Mention the responsibilities of parents/carers
* Mention the responsibilities of other school staff
* Say how teaching staff should respond
* Discuss whether graded sanctions will be applied depending on the

severity of the incident

* Discuss how responses may vary by the type of bullying
* Discuss what follow- up action is required
* Discuss reporting to parents/carers and dealing promptly with complaints
* Discuss what action will be taken if the bullying persists
* Discuss how to support the target
* Discuss how to work with the whole community to resolve the situation and prevent reoccurrence of unacceptable behaviour

1. **Recording bullying and evaluating the policy**

The policy should:

* Say how reports of bullying will be recorded
* Say who is responsible for co-ordinating the recording system and

the analysis of patterns

* Show how this information will be used by staff
* Discuss how the school community will be consulted on whether the

policy is working or not

* Mention a two year review and updating of the policy

1. **Strategies for preventing bullying**

The policy should:

* Discuss encouraging co-operative behaviour and improving the school

climate by promoting British values and celebrating diversity and difference

* Discuss issues of peer led interventions
* Clearly state both the reactive and the proactive approaches being

used

* Discuss parent-teacher links, consultation with and involvement of

parents/carers in development and reviews

* Mention the role of playground activities or support/lunchtime

supervisors

* Discuss issues of inclusivity (non- English speakers, all protected groups within the Equalities Act)
* Mention active involvement in anti-bullying training

1. **Links with other policies and why**

**Some useful organisations for schools**

The following organisations provide support for schools and parents/carers dealing with specific bullying issues including the social, mental or emotional effects caused by bullying.

**The Anti-Bullying Alliance (ABA)**: Founded in 2002 by NSPCC and National Children's Bureau, the Anti-Bullying Alliance ABA) brings together over 100 organisations into one network to develop and share good practice across the whole range of bullying issues.

**The Diana Award:** Anti-Bullying Ambassadors programme to empower young people to take responsibility for changing the attitudes and behaviour of their peers towards bullying. It will achieve this by identifying, training and supporting school anti-bullying ambassadors.

**Kidscape**: Charity established to prevent bullying and promote child protection providing advice for young people, professionals and parents about different types of bullying and how to tackle it. They also offer specialist training and support for school staff, and assertiveness training for young people.

**The BIG Award**: The Bullying Intervention Group (BIG) offer a national scheme and award for schools to tackle bullying effectively.

**Restorative Justice Council**: Includes best practice guidance for practitioners

**Cyber-bullying and online safety**

**ChildNet International:** Specialist resources for young people to raise awareness of online safety and how to protect themselves. Website specifically includes new cyberbullying guidance and a practical PSHE toolkit for schools.

**Digizen:** provides online safety information for educators, parents, carers and young people.

**Intenet Matters**: provides help to keep children safe in the digital world.

Think U Know: resources provided by Child Exploitation and Online Protection (CEOP) for children and young people, parents, carers and teachers.

The UK Council for Child Internet Safety (UKCCIS) has produced a range of resources for schools, colleges and parents about how to keep children safe online, this includes advice for schools and colleges on responding to incidents of ‘sexting.’

**LGBT**

Barnardo’s: through its LGBTQ Hub, offers guidance to young people, parents and

teachers on how to support LGBT students and tackle LGBT prejudice-based bullying

**EACH:** (Educational Action Challenging Homophobia): provides a national free phone action line for targets of homophobic or transphobic bullying and training to schools on sexual orientation, gender identity matters and cyber homophobia.

**Metro Charity**: an equality and diversity charity, providing health, community and youth services across London, the South East, national and international projects. Metro works with anyone experiencing issues related to gender, sexuality, diversity or identity

**Proud Trust**: helps young people empower themselves to make a positive change for themselves and their communities through youth groups, peer support, delivering of training events, campaigns, undertaking research and creating resources

**Schools Out:** Offers practical advice, resources (including lesson plans) and training to schools on LGBT equality in education.

**Stonewall:** An LGBT equality organisation with considerable expertise in LGB bullying in schools, a dedicated youth site, resources for schools, and specialist training for teachers.

**SEND**

Mencap: Represents people with learning disabilities, with specific advice and information for people who work with children and young people.

**Changing Faces**: Provide online resources and training to schools on bullying because of physical difference.

**Cyberbullying and children and young people with SEN and disabilities:**

Advice provided by the **Anti-Bullying Alliance** on developing effective anti-bullying practice.

Anti-bullying Alliance SEND programme of resources: Advice provided by the Anti-bullying Alliance for school staff and parents on issues related to SEND and bullying.

**Information, Advice and Support Service Network**: Every Local area has an information, advice and support service, providing information, advice and support to disabled children and young people, and those with SEN, and their parents.

**Mental health**

**MindEd:** Provides a free online training tool for adults that is also available to schools. It can be used to help school staff learn more about children and young people’s mental health problems. It provides simple, clear guidance on mental health and includes information on identifying, understanding and supporting children who are bullied.

**PSHE Association** – guidance and lesson plans on improving the teaching of mental health issues

**Race, religion and nationality**

**Anne Frank Trust:** Runs a schools’ project to teach young people about Anne Frank and the Holocaust, the consequences of unchecked prejudice and discrimination, and cultural diversity.

**Educate Against Hate:** provides teachers, parents and school leaders practical advice and information on protecting children from extremism and radicalisation.

**Show Racism the Red Card:** Provide resources and workshops for schools to educate young people, often using the high profile of football, about racism and homophobia

**Kick It Out**: Uses the appeal of football to educate young people about racism and provide education packs for schools.

**Tell MAMA:** Measuring Anti-Muslim Attacks (MAMA) allows people from across England to report any form of Anti-Muslim abuse, MAMA can also refer victims for support through partner agencies.

**Anti-Muslim Hatred Working Group**: Independent members of this group are representatives from the Muslim community and will assist and advise on all relevant issues.

Please note that internal servers may block access to some of these sites. Schools wishing to access these materials may need to adjust their settings

**Sexual harassment and sexual bullying**

**Ending Violence Against Women and Girls (EVAW): A Guide for Schools.** This guide from the End Violence Against Women Coalition sets out the different forms of abuse to support education staff to understand violence and abuse of girls, warning signs to look for, and how to get your whole school working towards preventing abuse.

**Disrespect No Body**: a Home Office led campaign which helps young people understand what a healthy relationship is. This website includes teaching materials to be used in the classroom.

**Anti-bullying Alliance**: advice for school staff and professionals about developing effective anti-bullying practice in relation to sexual bullying.

**The Policy Development Process**

**Step 1**

Set up a consultation group

**Step 2**

Review current policy and practice

**Step 10**

Evaluate

**Step 3**

Consultation

**Step 4**

Draft policy

**Step 9**

Monitor the policy

**Step 8**

Implement the policy

**Step 5**

Consultation

**Step 6**

Amend and ratify

**Step 7**

Launch the policy

**Model Anti-Bullying Policy**

**Introduction**

At we aim to produce an inclusive environment for all pupils which openly discusses differences between people and celebrates diversity.

As a consequence we aim to provide a safe, caring and friendly environment for learning for all our pupils to allow them to improve their life chances and help them maximise their potential.

We expect pupils to act safely and feel safe in school, including that they understand the issues relating to all forms of bullying and that they feel confident to seek support from school should they feel they or others are unsafe.

We would also want parents/carers to feel confident that their children are safe and cared for in school and that incidents when they do arise, are dealt with promptly and well.

The school is aware of its legal obligations including the Equalities Act 2010. We are aware of our role within the local community supporting parents/carers and working with other agencies outside the school where appropriate.

**Policy Development**

This policy was formulated in consultation with the whole school community with input from (include all those consulted and HOW)

* Members of staff- ( for example though regular agenda items at staff meetings, consultation documents, surveys)
* Governors – (discussions at governors meetings, training,)
* Parents/carers – (for example parents will be encouraged to contribute by taking part in written consultations, parent meetings, parent focus groups producing a shorter parent’s guide)
* Children and young people – (pupils contribute to the development of the policy through the school council, circle time discussions etc. The school council will develop a student friendly version to be displayed ……….., and/or go in planners)
* Other partners- (visiting external providers in school and external providers off site (14-19 curriculum), breakfast clubs and after school providers, representatives from the local community, police etc.-by?)

This policy is available

(Add/delete as appropriate)

* Online at….
* In the school prospectus
* From the school office
* Child friendly versions are on display, in welcome packs for new pupils
* A shorter version is available for all parents/carers.

**Roles and responsibilities**

**The Head teacher –** Has overall responsibility for the policy and its implementation and liaising with the governing body, parents/carers, LA and outside agencies and appointing an Anti-bullying coordinator who will have general responsibility for handling the implementation of this policy.

**The Anti –bullying Coordinator** in our school is: -

The responsibilities are:-

(Delete/amend as appropriate)

* Policy development and review involving pupils, staff, governors, parents/carers and relevant local agencies
* Implementing the policy and monitoring and assessing its effectiveness in practice
* Ensuring evaluation takes place and that this informs policy review
* Managing bullying incidents
* Managing the reporting and recording of bullying incidents
* Assessing and coordinating training and support for staff and parents/carers where appropriate
* Coordinating strategies for preventing bullying behaviour

**The nominated Governor with the responsibility for Anti- bullying** (Behaviour) is: -

**Definition of Bullying**

**The repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal or psychological.  It can happen face-to-face or through cyberspace.**

[**www.anti-bullyingalliance.org.uk/tools-information/all-about-bullying/what-bullying/aba-definition-bullying**](http://www.anti-bullyingalliance.org.uk/tools-information/all-about-bullying/what-bullying/aba-definition-bullying)

**Behaviour often associated with bullying**

**Baiting**

Baiting can be used in bullying both on and offline. It can be used to bully someone to get 'a rise' out of them and it can be used to antagonize those who might be bullying others to get them to bully. Sometimes baiting is used secretively to try and get a person to explode in a rage or react negatively/loudly so that they get in to trouble.

**Banter**

The dictionary describes banter as: ‘the playful and friendly exchange of teasing remarks’.

Bullying is often justified as being just banter. It may start as banter, but some types of banter are bullying and need to be addressed as bullying.

Types of Banter

* Friendly Banter- There’s no intention to hurt and everyone knows its limits
* Ignorant Banter- crosses the line with no intention to hurt, will often say sorry.
* Malicious Banter- Done to humiliate a person-often in public

Occasionally an incident may be deemed to be bullying even if the behaviour has not been repeated or persistent – if it fulfils all other descriptions of bullying. This possibility should be considered, particularly in cases of hate crime related bullying and cyberbullying. If the victim might be in danger then intervention is urgently required.

**What does bullying look like?**

Bullying behaviour can be:

* Physical – pushing, poking, kicking, hitting, biting, pinching etc.
* Verbal - name calling, sarcasm, spreading rumours, threats, teasing, belittling.
* Emotional – isolating others, tormenting, hiding books, threatening gestures, ridicule, humiliation, intimidating, excluding, manipulation and coercion.
* Sexual – unwanted physical contact, inappropriate touching, abusive comments, homophobic abuse, exposure to inappropriate films etc.
* Online /cyber – posting on social media, sharing photos, sending nasty text messages, social exclusion
* Indirect - Can include the exploitation of individuals.

Although bullying can occur between individuals it can often take place in the presence (virtually or physically) of others who become the ‘bystanders’ or ‘accessories’.

**Why are children and young people bullied?**

Specific types of bullying include:

**Prejudice Related Bullying**

Under the Equalities Act 2010 it is against the law to discriminate against anyone because of:

* age
* being or becoming a transsexual person
* being married or in a civil partnership
* being pregnant or having a child
* disability
* race including colour, nationality, ethnic or national origin including Gypsy ,Roma, Travellers
* religion, belief or lack of religion/belief
* sex /gender
* sexual orientation

These are called ‘protected characteristics’.

As part of the requirement on schools to promote fundamental British values, schools must proactively challenge derogatory and discriminatory language and behaviour including that which is racist, homophobic, biphobic, transphobic and disabilist in nature. We will record these types of bullying, even that which represents a one-off incident, and report them to the local authority for monitoring purposes.

**Other vulnerable groups include**

• bullying related to appearance or health

• bullying of young carers or looked after children or otherwise related to home circumstances

Although the above do not currently receive protection under the Equality Act 2010, bullying for these reasons is just as serious. There is no hierarchy of bullying – all forms should be taken equally seriously and dealt with appropriately.

**Prejudice Related Language**

Racist, homophobic, biphobic, transphobic and disabilist language includes terms of abuse used towards people because of their race/ethnicity/nationality; because they are lesbian, gay, bisexual, or transsexual, or are perceived to be, or have a parent/carer or sibling who is; because they have a learning or physical disability. Such language is generally used to refer to something or someone as inferior. This may also be used to taunt young people who are different in some way or their friends, family members or their parents/carers.

In the case of homophobic, biphobic and transphobic language particularly, dismissing it as banter is not helpful as even if these terms are not referring to a person’s sexual orientation or gender identity they are using the terms to mean inferior, bad, broken or wrong. We will challenge the use of prejudice related language in our school even if it appears to be being used without any intent. Persistent use of prejudice related language and/or bullying will be dealt with as with any other form of bullying.

**Where does bullying take place?**

Bullying is not confined to the school premises. It also persists outside school, on the journey to and from school and in the local community and may continue into Further Education.

The school acknowledges its responsibilities to support families if bullying occurs off the premises.

**Cyberbullying**

The increasing use of digital technology and the internet has also provided new and particularly intrusive ways for bullies to reach their victims.

Cyberbullying can take many forms and bullying online can often start in school and then be progressed online or start online and influence behaviour in school.

Whilst most incidents of Cyberbullying occur outside school we will offer support and guidance to parents/carers and their children who experience online bullying and will treat Cyberbullying with the same severity as any other forms of bullying.

Cyberbullying can include:-

* hacking into someone’s accounts/sites
* Posting prejudice /hate messages
* Impersonating someone on line
* Public posting of images
* Exclusion
* Threats and manipulation
* Stalking

We will ensure that our children are taught safe ways to use the internet (see our online safety policy) and encourage good online behaviour.

Bullying can take place between:

* young people
* young people and staff
* between staff
* individuals or groups

**Reporting and responding to bullying**

Our school has clear and well publicized systems to report bullying for the whole school community (including staff, parents/carers, children and young people) this includes those who are the victims of bullying or have witnessed bullying behaviour (bystanders).

Outline the systems for reporting for

* children and young people in school including bystanders
* Parents/carers
* All staff and visitors

This should include

* To whom should the concern be reported to?
* Will the response be consistent?
* How will it be recorded?
* Are there confidential ways of reporting?
* How are people encouraged to report?

**Procedures**

All reported incidents will be taken seriously and investigated involving all parties. The staff is aware of and follows the same procedures.

Explain how the school will take the following steps (add/delete where appropriate)

* Interviewing all parties including target, bully and all others involved Informing parents
* Implementing appropriate disciplinary sanctions in accordance with the school’s Behaviour Policy. These should be graded according to the seriousness of the incident but should send out a message that bullying is unacceptable
* Being clear that responses may also vary according to the type of bullying and may involve other agencies where appropriate
* Following up, in particular keeping in touch with the person who reported the situation, parents/carers.
* Having a clear complaints’ procedure for parents/carers who are not satisfied with the school’s actions Having a range of follow- up responses and support appropriate to the situation for all involved such as - solution focused, restorative approach, circle of friends, individual work with victim, perpetrator, bystanders and others affected by the bullying, referral to outside agencies if appropriate
* Liaising with the wider community if the bullying is taking place off the school premises i.e. in the case of cyberbullying or hate crime.

**Recording bullying and evaluating the policy**

Bullying incidents will be recorded by the member of staff who deals with the incident and this will be stored by the Anti-bullying coordinator.

(A sample recording form is attached however schools may wish to consider using existing electronic monitoring where appropriate.

Prejudice related bullying/incidents should be reported to the local authority using the guidelines set out in Nottinghamshire guidelines for schools: Bullying and Prejudiced –related incidents (August 2017) **These should be sent in electronic format, ideally encrypted, with a password sent in a separate email, to** [**ecas@nottscc.gov.uk**](mailto:ecas@nottscc.gov.uk)

It is no longer necessary however, to submit a termly nil return to the team or complete a specific form. Schools are advised that a simple email to ecas@nottscc.gov.uk stating at the end of the academic year that no incidents have been reported to the school, will now suffice.

Information stored in school will be used to ensure individuals incidents are followed up. It will also be used to identify trends and inform preventative work in school and development of the policy. This information will be discussed by staff in regular staff meetings (how often?)

This information will be presented to the governors as part of the annual report.

(A sample summary sheet is attached)

The policy will be reviewed and updated every two years.

**Strategies for preventing bullying**

As part of our ongoing commitment to the safety and welfare of our pupils we at ……………………………………………..school have developed the following strategies to promote positive behaviour and discourage bullying behaviour.

Include here your strategies both as part of the curriculum and across the whole school including celebrating good behaviour and achievements. For example: -

* Ensuring that the school actively promotes the celebration of difference and diversity as part of their core values
* Involvement in in the All Together Project
* Anti-Bullying week annually in November and Safer Internet Day in February
* PSHE/Citizenship lessons, drop down days and cross curriculum themes.
* Celebration events
* Specific curriculum input on areas of concern such as cyber bullying and internet safety
* Student voice, school council
* Peer mentoring schemes and/or Playground Buddying and other student lead initiatives
* Reactive programmes for vulnerable groups or groups involved in bullying. For example: -
* Restorative Justice
* Counselling and/or Mediation schemes
* Small group work
* Specific initiatives for identified groups such as young people whose first language is not English, SEND/disabled students, children who have been bullied or are displaying bullying behaviour
* Support for parents/carers
  + Parent groups
* Parent information events/ information-on the school website
* Support for all school staff
* Staff training and development for all staff including those involved in lunchtime and before and after school activities
* Encouraging all staff to model expected behaviour

**Links with other policies**

|  |  |
| --- | --- |
| **Policy** | **Why** |
| Behaviour Policy | Rewards and sanctions, Codes of conduct |
| Safeguarding Policy | Child protection |
| E-safety and Acceptable use policy | Cyber bullying and online safety |
| Equalities policy | Prejudice related crime(homophobia, race, religion and culture and SEN/disability |
| Confidentiality Policy | Reporting and recording |
| PSHE/Citizenship | Strategies to prevent bullying |
| Complaints’ Policy | Guidelines to make a complaint if families are not happy with the school’s response |