Local Anti-Bullying Protocol

This protocol is written in conjunction with the Beckfoot Trust Anti-Bullying Policy which is available on the Trust website: **Beckfoot Trust - Policies and Documents**

Beckfoot Allerton School is committed to the aims outlined in the Trust Anti-bullying policy and to providing a positive, and safe environment where pupils are able to learn to the best of their ability. We have a zero tolerance approach to all forms of child on child abuse including sexual harassment or violence and bullying.

We will listen, taking all allegation of bullying seriously and deal with concerns or allegations of bullying promptly and efficiently This protocol outlines our approach to prevent and tackle all forms of bullying.

The protocol has been adopted with the involvement of the whole school community.

Our Definition of Bullying

Bullying (including online) includes a range of abusive behaviour from an individual or group that is:

- Repeated
- Intended to hurt someone either physically or emotionally.
- Often aimed at certain groups, for example because of race, religion, gender or sexual orientation

Bullying can occur both in and out of school.

We believe that:

- Children and young people should never experience abuse of any kind
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.
- Bullying is closely related to how we respect and recognise the value of diversity

We recognise that:

- Bullying causes real distress
- It can affect a person's health and development and, at the extreme, can cause significant harm. All children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse
- Everyone has a role to play in preventing all forms of bullying and putting a stop to bullying

Preventing Bullying

Our School will:

- Provide regular staff training on spotting signs and symptoms of all forms of bullying and how to respond to it

- Reinforce our anti-bullying message to pupils through our curriculum, Personal, Social, Health and Economic (PSHE) / RSE education and pastoral support
- Ensure families and members of the school community are aware of our approach to bullying and the role they have to support our aims
- Analyse data to ensure occurrences are rare and no patterns are emerging

To support this approach, we will specifically:

- Display posters and advice leaflets in communal and learning areas
- Provide safe spaces and confidential listening areas in designated pastoral areas and offices
- Provide updates in newsletters and on our website about work we are doing to prevent and tackle bullying
- Keep our anti-bullying approach high profile and reinforce through events such as antibullying week
- Support staff to promote positive relationships and recognise some members may be more vulnerable to bullying and its impact including children with SEND
- Review our actions to address any bullying at regular intervals to ensure the problem has been resolved for the long term
- Work with parents as part of our home school agreement
- Utilise support from external organisations and agencies
- Be proactive about seeking opportunities to learn and celebrate difference
- Increase and celebrate diversity within our staff, volunteers and pupils
- Welcome new members to our school community
- Celebrate success and achievements of all in our school community
- Provide assemblies throughout the year to teach children about anti-bullying with inspirational speakers who reinforce our message
- Hold regular discussions with pupils focusing on topics to support the protocol including:
    - Practising skills for listening to each other
    - Respecting that we are all different
    - Making sure no one is without friends
    - Dealing with problems in a positive way
- Ensure our protocol is followed and responds to the needs of the person being bullied and the needs of the person displaying bullying behaviour as well as any bystanders

Reporting Bullying

In our school, children who are concerned or are experiencing bullying have been encouraged to talk to any adult in school. All concerns will be dealt with sensitively and effectively.

The following systems are also in place for pupils to raise concerns or self refer:

- A worry box
- 'The Help Squad' (a group of specially trained pupils)
- Journals (Years 5 and 6)
- Student voice / survey / Smart school council
- Childline (see useful contacts below)

If parents/carers need to contact us about any concerns relating to their child(ren) or any other child(ren) they should contact the class teacher, the key stage leader, or any member of the senior leadership team.

Responding to Bullying

Please see Appendix 1 of what happens at Beckfoot Allerton if any alleged bullying takes place.

The following steps will be taken when dealing with all incidents of bullying witnessed or reported to a member of staff at the school:

1. The details will be logged on a 'bullying investigation form' which will be completed by the class teacher who will investigate and deal with the incident appropriately. The form will identify what action will be taken.
2. The school will provide appropriate support for the person being bullied as priority and the perpetrator – making sure they are not at risk of immediate harm
3. The Designated Safeguarding Lead (DSL) or a member of the safeguarding team will be informed of all bullying issues if there are safeguarding concerns. This will be recorded on the schools safeguarding software (CPOMs).
4. The school will ensure parents/carers are kept informed about the concern and action taken, as appropriate and in line with child protection and confidentially policies.
5. Relevant intervention /support to resolve the bullying issue will be put in place which may include apology, reconciliation, behaviour support plan, loss of privilege.
6. Sanctions, if appropriate, will be decided on the individual incidents and circumstances in line with the Trust Behaviour Policy and school behaviour protocol. Consequences must take account of special educatonal needs or disabilities that pupils involved may have
7. Nominated staff will perform follow up check-ins at regular intervals to ensure the bullying has stopped and provide parents/carers with updates. Check-ins will be recorded on a form and attached to the original 'bullying investigation form'.
8. There will be a monthly review to ensure bullying has not started again for up to 3 months after resolution. A closure letter will be issued to the family of the victim outlining support and how to contact school if any new concerns arise.
9. If there is continued bullying, and the support and sanctions put in place have not addressed the bullying, suspension and/or exclusion will be considered in line with the Trust Behaviour Policy and the Trust Suspensions and Exclusions policy.

Incidents Online or Out of School:

- We will work with individuals and online service providers to prevent online content from spreading and assist in removing offensive or upsetting material from circulation which may include confiscating and searching electronic devices an accordance with regulations and requesting deletion of content in line with our Online Safety and IT Use policy. Pupils experiencing cyber-bullying will be encouraged to keep screen shots of activity to assist any investigation and
- Key Stage teams ensure that all incidents they are made aware of, or reports of concern from a member of staff, are logged appropriately on SIMS and CPOMS, in order that any patterns can be spotted quickly, and appropriate intervention can take place.
- If necessary, other agencies may be consulted or involved, such as the police, if a criminal offence has been committed, or other local services including early help or children's social care, if a child is felt to be at risk of significant harm.
- Where the bullying of or by pupils takes place off school site or outside of normal school hours (including cyberbullying), the school will ensure that the concern is fully investigated. If required, the DSL or member of the safeguarding team will collaborate with other schools. Appropriate action will be taken, including providing support and implementing sanctions in school in accordance with the Trust behaviour policy and the school's behaviour protocol.

Supporting our Community

Role of Staff

- Follow the steps outlined in this local protocol which provides details of specific roles
- Work together to create and support an inclusive environment which promotes mutual respect and consideration for others
- Listen with an open mind to all concerns
- Be vigilant to bullying behaviours and challenge language or behaviour that does not uphold our values or protocol
- Teach children about how to know the signs of bullying and be a positive bystander / upstander
- Monitor children who have disclosed bullying closely
- Provide support to children who have been bullied, through:
    - Reassurance and pastoral support, building self-esteem and confidence
    - Contact with support organisations for specialist advice and guidance
    - Referral for counselling, where appropropriate
- Provide support and work with children who have perpetrated bullying by:
    - Discussion about what happened and the need to change
    - Involving parents/carers to support changes to behaviour and attitude
    - Providing advice to parents about monitoring devices
- Ensure that the families of victims are kept updated after any alleged bullying incidents

Role of Pupils

- Follow the school rules
- Report instances of bullying, no matter how small
- Talk to an adult about any concerns or difficulties
- Make a note of any bullying or record any evidence such as screenshots
- Be positive bystanders if bullying is seen in our school
- Be active in our work to prevent bullying from occuring outlined above

Role of Families

- Engage with and feedback on school procedures to prevent and tackle anti-bullying in line with our Home School Agreement.
- Support our zero-tolerance approach to bullying when talking to your child/ren both in school and address issues beyond school that give rise to bullying
- Read our newsletters and website with updates of our activities available to parents/carers via the school website.
- Report any worries to school.
- Role model positive behaviour for children, both on and offline.
- Raise concerns with school in an appropriate manner in line with our Complaints Policy.

Monitoring and Review

- The school will regularly monitor and evaluate mechanisms to ensure that the policy and protocol is consistently applied.
- Any issues identified will be incorporated into the school's action planning.

- The protocol will be reviewed by the Headteacher with a senior member of staff in line with the Trust policy review every year.

Useful Support Organisations

- **Advisory Centre for Education (ACE):** https://ace-ed.org.uk/about/contact
- **Anti-Bullying Alliance:** https://anti-bullyingalliance.org.uk/
- **Child Exploitation and Online Protection:** https://www.ceop.police.uk/safety-centre
- **Childline:** https://www.childline.org.uk/get-support/contacting-childline
- **Children's Legal Centre:** https://www.childrenslegalcentre.com/
- **Family Lives:** https://www.familylives.org.uk/how-we-can-help/confidential-helpline
- **KIDSCAPE Parents Advice Line:** https://www.kidscape.org.uk/advice/parent-advice-line
- **MindEd:** https://www.minded.org.uk/
- **NSPCC:** https://www.nspcc.org.uk/
- **PSHE Association:** https://pshe-association.org.uk/
- **Restorative Justice Council:** https://restorativejustice.org.uk/
- **The BIG Award:** www.bullyinginterventiongroup.co.uk/index.php
- **The Diana Award: https:**//diana-award.org.uk/
- **Victim Support:** https://www.victimsupport.org.uk/
- **Young Carers:** https://carers.org/
- **Young Minds:** https://www.youngminds.org.uk/
- **Youth Access:** https://www.youthaccess.org.uk/

Cyberbullying

- **Childnet Online safety for young people: https://www.childnet.com/**
- **DfE Advice for parents and carers on cyberbullying:** https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/444865/Advice_for_parents_on_cyberbullying.pdf
- **DfE Cyberbullying: Advice for headteachers and school staff: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1069987/Cyberbullying_Advice_for_Headteachers_and_School_Staff_121114.pdf**
- **Internet Watch Foundation: https://www.iwf.org.uk/**
- **Think You Know, CEOP Education: https://www.thinkuknow.co.uk/**
- **UK Council for Child Internet Safety:** https://www.gov.uk/government/groups/uk-council-for-child-internet-safety-ukccis
- **UK Safer Internet Centre:** https://saferinternet.org.uk/

SEND

- **Changing Faces:** https://www.changingfaces.org.uk/
- **Mencap:** https://www.mencap.org.uk/
- **SEND code of practice: 0 to 25 years:** https://www.gov.uk/government/publications/send-code-of-practice-0-to-25

Race, Religion and Nationality

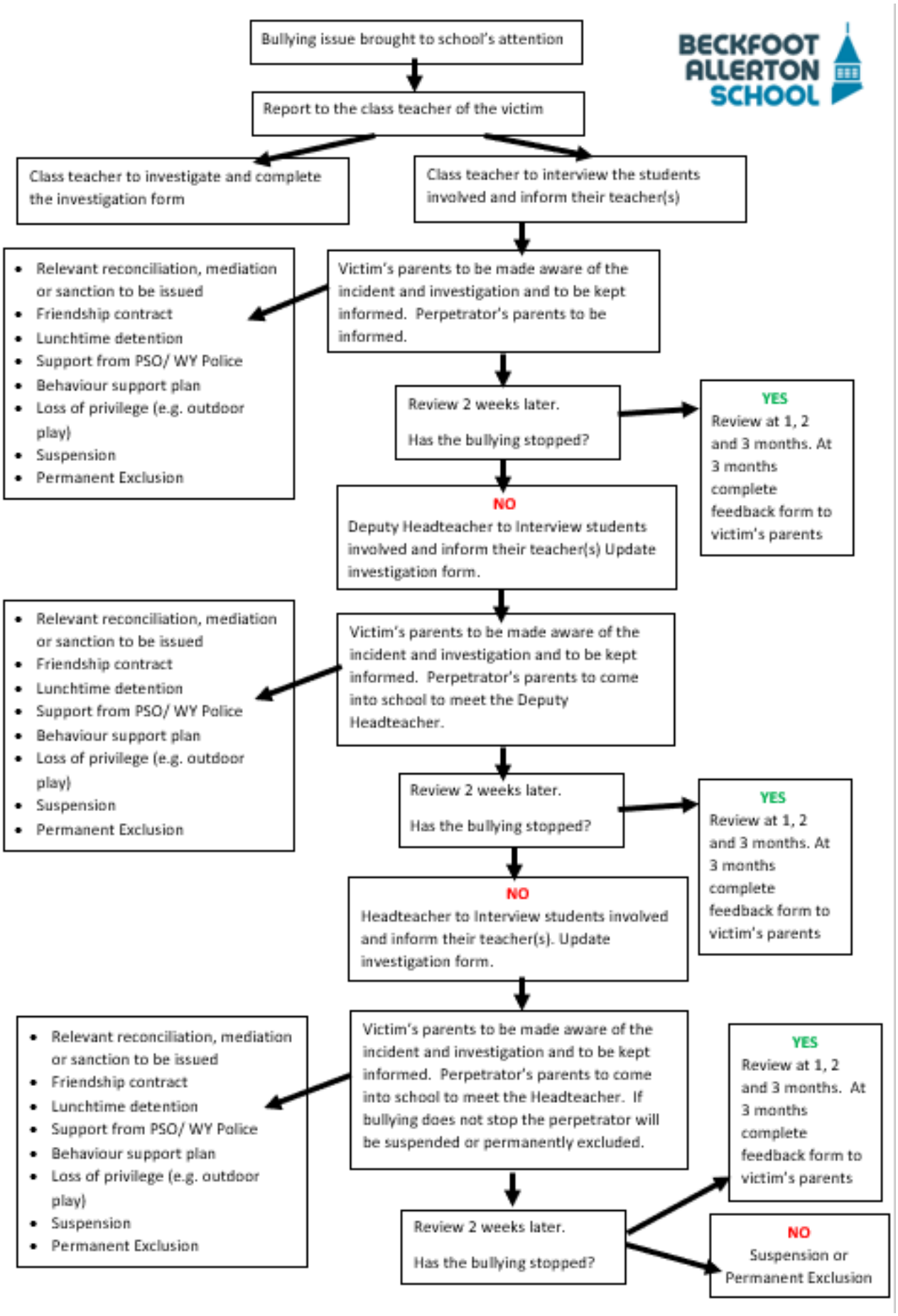
- **Anne Frank Trust:** https://www.annefrank.org.uk/
- **Educate against Hate:** https://www.educateagainsthate.com/
- **Kick it Out: https:**//www.kickitout.org/

- **Report it: https:**//www.report-it.org.uk/
- **Stop Hate:** https://www.stophateuk.org/
- **Show Racism the Red Card:** https://www.srtrc.org/newsandevents/
- **Tell Mama:** https://tellmamauk.org/

Sexual Harassment and Bullying

- **Anti-bullying Alliance: Advice for school staff and professionals about developing effective anti-bullying practice in relation to sexual bullying:** https://anti-bullyingalliance.org.uk/tools-information/all-about-bullying/sexual-and-sexist-bullying/preventing-sexual-and-sexist
- **Anti-bullying Alliance: Preventing and responding to Sexual Bullying: https://anti-bullyingalliance.org.uk/tools-information/all-about-bullying/sexual-and-sexist-bullying/responding-sexual-and-sexist**
- **Disrespect No Body:** https://www.gov.uk/government/publications/disrespect-nobody-campaign-posters
- **Ending Violence Against Women and Girls (EVAW)** https://www.endviolenceagainstwomen.org.uk/

Appendix 1 – Flow chart



Appendix 2 – Bullying Investigation Forms and Follow Up Forms

ALLEGED BULLYING INCIDENT REPORT

Date incident started:	**Date today:**
Full name of victim:	**Class:**
Full name of perpetrator/s:	
Class/es:	**Investigated by:**

Incident type *(tick all that apply)*:				**Location:**			
Family		Religion		Changing room		Playground	
Gender		Sexual orientation		Classroom		School offer	
Homophobic		Disability		Corridor		Trip	
Race		Unspecified		Dining room		Toilet	
Other (specify):				Hall		Various	
				Online		Outside of school	

Incident details *(time, place, type of bullying ~~e.g.~~ physical, verbal etc. continue on other paper if req'd and attach)*:

Action taken *(tick all that apply)*:	
1. They will be warned officially to stop offending	
2. Informing the perpetrator's parents / carers of the bullying/ child on child abuse incidents	
3. Internal detentions – inform Key Stage Leader	
4. We may arrange for parents to escort the perpetrators to and from the school premises	
5. If they do not stop offending, they will be excluded for a suspension (one day)	
6. If they carry on, they will be recommended for a longer suspension (up to 10 days)	
7. If this behaviour continues, they will be permanently excluded	

Signed by:	**Date:**

Give this form to the senior leader on call.

Anti Bullying Follow Up Investigation

Name of victim: _____

- **How are things now with?**
- **How have you been feeling?**
- **Have there been any more incidents?**
- **Anything else you'd like to tell me?**

2 week follow up. Date: / /

_____
_____
_____

1 month follow up. Date: / /

_____
_____
_____

2 month follow up. Date: / /

_____
_____
_____

Appendix 3 – Closure letter to families after 3 months

BECKFOOT ALLERTON SCHOOL

Anti-bullying follow up

Name of pupil	
Name of person investigating	
Date of investigation	
Summary of issues reported	
Support provided	
Check up 1 Date:	Outcome:
Check up 2 Date:	Outcome:
Check up 3 Date:	Outcome:
We are satisfied that the issue has now been resolved. If you have any further concerns or new incidents to report, please contact the class teacher in the first instance or attend a SLT drop-in.	
Signed	
Name and Date	

Copy to home and copy for ~~anti-bullying~~ folder