



HERTSWOOD ACADEMY

Anti-Bullying Policy

Author	Pastoral Committee
Governors' Committee	FGB
Date of last review	19.06.17
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Date of next review	Summer 2019
Notes	
This is a statutory policy	

HERTSWOOD ACADEMY ANTI-BULLYING POLICY & PROCEDURE

POLICY STATEMENT¹

This policy refers to all forms of bullying - this includes bullying relating to race, religion, culture, homophobic bullying, bullying related to special educational needs and disabilities, sexist and sexual bullying, and the use of cyber technology to bully.

‘Bullying is behaviour by an individual or group, usually repeated over time that intentionally hurts another individual or group either physically or emotionally’

(Preventing and Tackling Bullying, Advice for School Leaders, Staff and Governing Bodies, 2011, Department for Education)

Bullying will not be accepted or condoned. All forms of bullying reported to us will be addressed.

This policy adheres closely to the aims of the academy and, far from existing in isolation, complements other policies such as those relating to Teaching and Learning, Promotion of Equality, Attendance, Behaviour, Substance Misuse, Special Educational Needs and Uniform.

In compiling this policy, we have considered the diversity of the make-up of our academy community in terms of gender, race, special educational needs and socio-economic background etc.

OUR AIM & OBJECTIVES

It is important to note that this Policy does not sit as a separate entity from other procedures we have in the academy. It is inextricably connected with our Behaviour Policy. It also reflects behaviour which happens outside the academy, but which has a direct influence on the maintenance of good order and discipline amongst the academy community, and in the general day to day management of the academy

- **All staff, governors, students and parent/carers are aware of the relevant parts of this policy and that bullying will not be tolerated.**
- **Clear procedures for reporting bullying outlined in this document should be understood and followed.**

We are committed to providing a caring and friendly environment for all our academy community to enable them to work in a secure, comfortable atmosphere. Bullying of any kind is not tolerated at Hertswood and is a form of anti social behaviour. Bullying not only deprives the victim of that right, but also disrupts the victim’s educational progress, achievement and personal well being. Racist incidents will be referred to and cross-referenced with Race Equality procedures.

¹ This policy has been informed by the DFE guidance on Preventing and Tackling Bullying and combined with other policies it acknowledges the advice of the DFE guidance on Supporting Children and Young People who are bullied.

If bullying does occur, anyone involved, for example staff or students, should be aware of the procedures for reporting the incident and know that incidents will be dealt with effectively. We are an academy that encourages students and staff to report bullying – anyone who knows that bullying is happening is expected to tell staff. Victims of bullying are the key to ending the bullying.

What is bullying?

Hurtful behaviour that may contribute to:

Repeated or persistent occurrences of the following:

- **Physical** – pushing, kicking, hitting, punching, or any use of violence including 'happy slapping'
- **Verbal** – name calling, sarcasm, spreading rumours, teasing, threats, racist, sexist or gender based comments or those relating to a person's sexuality or their religion or culture
- **Emotional** – excluding students from friendship groups, leaving out/sending to Coventry, tormenting (ie hiding books, threatening gestures), threats of violence, graffiti where students' names are mentioned
- **Sexual** – unwanted physical contact or abusive gender comments or abusive comments about a person's perceived sexuality
- **Cyber bullying** - threatening behaviour/verbal abuse via text, the internet or other electronic means such as Internet trolling or sexting. In the event of Cyber bullying which contravenes the Communications Act 2003 and is, therefore, a criminal offence, legal action may result. In addition to the sending of a malicious communication using social media, anyone who passes on malicious messages, such as by re-tweeting, can also be prosecuted when the original message is subject to prosecution.

This is by no means an inclusive list.

Strategies for Preventing Bullying

We will use a variety of methods for helping children to prevent bullying

1. Each student will also be expected to abide by the academy rules
2. Citizenship lessons, tutor time and assemblies will be used to inform students about bullying
3. Youth Theatre – Years 7 and 8. Effects of bullying on victims. Awareness of text and email bullying
4. We aim to nurture a talking or 'telling' environment. This is one in which every child will feel comfortable in playing his/her part in ensuring that our academy is bullying free
5. Every member of the academy community, at all times of the academy day has a duty to ensure that we all work in a safe and secure environment



6. Police/PCSO to discuss incidents with victims and bullies and to conduct Assemblies
7. Structured use of registration time
8. Anti-Bullying Week with themed assemblies on bullying, cross-curricular input on bullying, library displays
9. One to one peer mentoring

Friendship Pairs

Form Tutors should be made aware of any bullying so that they can identify another student from within the tutor group to offer support; this involves the tutor identifying an appropriate and suitable potential 'friend' for an individual.

Sixth Form Support

- Sixth Form mentoring and 'buddying' and peer workers
- Citizenship using Sixth Form pupils to run groups

Reporting incidents of bullying: Advice for parents/carers.

There are several methods for reporting suspected bullying incidents:

- Please make a report in person to Hertswood's reception – a member of staff will then inform the appropriate person.
- Please contact the school by phone and ask to speak to your child's Form Teacher or Head of Learning. The main school office number is: 020 8238 7200
- Please email the school at admin@hertswoodacademy.org to explain your concerns
- Please write a letter

Our contact details are:

Hertswood Academy
Cowley Hill
Borehamwood
Herts
WD6 5LG

Telephone: 020 238 7200

Email: admin@hertswoodacademy.org

If you feel dissatisfied with the action taken following your report of an incident of bullying, you can use the academy's Complaints Procedure to escalate the issue further, by requesting a meeting with the Headteacher in accordance with Stage 2 of the procedure. The Complaints Procedure can be accessed on the Hertswood Academy website using the following link: [Complaints Procedure](#) A paper copy of the Complaints Procedure can be requested from the School office.



Support for Bullied Students

Prompt action will be taken for anyone who is bullied. Counselling and support will be provided for bullied students through the support channels available. Appropriate outside agencies can be accessed if necessary. Parent/carers will be informed immediately so that the student can be supported at home.

EIGHT THINGS TO DO IF YOU ARE BEING BULLIED

- 1. Tell an adult you trust**
- 2. Tell yourself that you don't deserve to be bullied**
- 3. Tell your friends**
- 4. Stay with your friends. There is safety in numbers**
- 5. Do not ignore the bullying**
- 6. Avoid being alone in places**
- 7. If you are in danger, get away. Do not fight to keep possessions**
- 8. Fighting back may make it worse**

REMEMBER

- If others see you as different in some way, be proud of it!**
- It is good to be an individual**

You do not have to suffer in silence.



Upper and Lower Academy

The Learning Support Faculty is open every lunchtime and the Library is open at break, lunchtime and after academy until 5.00pm. The dining room at break and lunchtime is also staffed if you should need to speak to an adult.

Strategies for Dealing with Bullying

1. All bullying incidents should be reported to the Inclusion Team. This includes victims, witnesses, and bystanders of bullying incidents.
2. The Inclusion Team will investigate the incident. It is essential that the informing adult reports all incidents.
3. In the event of cyber-bullying the matter will be referred to the Police/PCSO (Police Community Support Officer)
4. When the situation has been resolved the investigating member of staff will continue to support the victim until they feel safe and comfortable

Support for those showing bullying behaviour

Anti-bullying workshops, anger management and one to one counselling is available through referral to Youth Connexions and the Youth Crime Reduction Officer. Use of restorative justice will be deployed if appropriate.

IF BULLYING IS REPORTED TO YOU AS A MEMBER OF STAFF

- Don't ignore it
- Pass the incident to the Inclusion
- The Inclusion Team will keep the bullied person informed of what they are doing
- The Inclusion Team will investigate the situation so the bullied person does not feel punished in any way
- The Inclusion Team will make it clear that bullying will not be tolerated in our academy
- The Inclusion Team will inform the victim's parents by calling home promptly
- The Inclusion Team will ensure the victim receives relevant and prompt support
- If at any point you need advice and guidance please do not hesitate to contact the Inclusion Team
- A one off severe incident could result in permanent exclusion.
- The Inclusion Team will record the incident on the academy database (SIMS)

PROCEDURE

- All incidents of bullying are recorded against a student's name in Sims
- The **first** time there is an incident of bullying the bully will receive a firm warning about the consequences of any repetition of such behaviour. A letter will also be sent home to the Parent/Carer of the bully – see attached
- For **second** incidents the bully will receive either an Academy Detention or a Fixed Term Exclusion. During this time the bully should undertake some work about bullying.
- For **third** incidents the bully places him/herself at risk of being permanently excluded from the academy
- In the event of cyber bullying which contravenes the Communications Act and is, therefore, a criminal offence, legal action may result

GOVERNORS' RESPONSIBILITY

- The Pastoral Committee will monitor all reported incidents confirmed as bullying and log them on a termly basis
- Evaluation using data from those incidents and feedback from all members of the academy community
- The Policy will be reviewed and updated as necessary on an annual basis in accordance with the Governors' Work Plan

This Policy can be made available in additional languages on request.

Each Head of Learning will make all students aware of this policy at the beginning of each academy year.

All policies are made known to staff and are held in the shared area

Dear

I write with regard to an incident that has recently taken place at the academy and to which 's name has been connected.

I do not intend to take any further action as a result of the reports I have received, but have spoken to about the importance of avoiding any involvement in similar incidents. I have gone as far as to say that must not be in the vicinity of the boy/girl while he/she is at academy unless the boy/girl is in the same lesson. It is essential that understands and complies with what he/she has been told.

Please do not feel that this letter apportions blame. It does not. However, it is intended to complement the discussion I have had with by emphasising the serious nature of bullying and the severe consequences should he/she be involved in any other bullying incidents.

At Hertswood we have a very clear Anti-Bullying Policy. Students are warned about the seriousness of bullying and the consequences. I should remind you that involvement in bullying might result in permanent exclusion from the academy.

I should be grateful if you could speak with about bullying and the pain and misery it can cause to other, often-vulnerable students. I now hope that the whole matter is closed.

Nevertheless, should you wish to discuss the matter further, please do not hesitate to contact me.

Yours sincerely,

Head of Learning