



ANTI-BULLYING AND HARASSMENT POLICY

Policy & Procedure No.

HR01

Reviewed & Updated:

January 2025

Next Review:

September 2025

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Reference to

HR01 Employment Handbook

ED02 Safeguarding Policy

ED03 Equality and Diversity Policy

HR02 Staff Complaints, Representation and Staff Discipline, Conduct and Grievance Policy

HR03 Whistleblowing Policy

KCSIE 2024

1. Statement of Intent

At Amberley Court School (ACS) we are committed to providing a caring, friendly, and safe environment for all our pupils so they can learn in a relaxed and secure atmosphere. Bullying or racism of any kind is unacceptable at our school. If bullying does occur, all pupils should know that incidents will be dealt with promptly and effectively. We are a TELLING school. This means that anyone who knows that bullying is happening is expected to tell the staff. Any racist incidents must be reported to a designated Safeguarding Lead or DDSL. We follow the Local Authority Policy and, where necessary, the PREVENT Program on reporting these incidents.

We will not tolerate bullying of any kind and will stop it if it occurs.

2. What is Bullying?

Bullying is the repeated use of aggression, intimidation or coercion with the intention of hurting another person physically, mentally, socially, emotionally or with the intent of taking advantage of their vulnerabilities. Bullying results in pain, suffering and/or distress to the victim.

Bullying can be:

- Emotional: being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical: pushing, kicking, hitting, punching or any use of violence
- Racist: racial taunts, graffiti, gestures, cultural discrimination
- Sexual: unwanted physical contact or sexually abusive comments
- Homophobic: because of, or focusing on, issues of sexuality
- Verbal: Name-calling, sarcasm, spreading rumors, teasing
- Cyber: All areas of internet, such as e-mail and internet chatroom misuse. Mobile threats or abuse by text messaging, calls and/or social media platforms such as snapchat, Facebook etc. Misuse of associated technology i.e. camera and video facilities

3. Why is it Important to Respond to Bullying?

Bullying hurts people to one degree or another and no one deserves to be a victim of it. Everybody has the right to be treated with respect.

The victims of bullying need to be made to feel safe and then supported through the recovery process.

Pupils who are bullying others need to be supported to enable them to understand how detrimental it can be for the victim, and to learn different ways in which to release their own anxieties positively.

Schools have a responsibility to respond promptly and effectively to issues of bullying.

4. Objectives of this Policy

- All governors, proprietors, teaching and non-teaching staff, pupils and parents/ carers should understand what bullying is.
- All governors, proprietors, teaching and non-teaching staff should know what the school policy is on bullying and follow it when bullying is reported.
- All pupils and parents/ carers should know what the school policy is on bullying, and what they should do if bullying arises.
- As a school we take bullying seriously. Pupils and parents/carers should be assured that they will be supported when bullying is reported.
- All ACS staff, including the school governors, any supply staff required and all sub-contracted staff such as therapists, will be required to hold a Safeguarding certificate of training.
- Bullying will not be tolerated.

5. Signs & Behaviours

A child may indicate, by signs or behavior, that he, she, they are being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- Is frightened of walking to or from school.
- Doesn't want to go on the school/public bus
- Begs to be driven to school
- Changes their usual routine
- Is unwilling to go to school (school phobic)
- Begins to truant
- Becomes withdrawn, anxious or lacking in confidence
- Starts stammering
- Attempts to self-harm, threatens suicide or runs away
- Cries themselves to sleep at night or has nightmares
- Feels frequently ill in the morning affecting their attendance
- Begins to do poorly in schoolwork
- Comes home with clothes torn or books damaged
- Has possessions which are damaged or "go missing"
- Asks for money and/or starts stealing money (to pay bully)
- Has unexplained cuts or bruises
- Comes home starving (lunch has been taken)
- Becomes aggressive, disruptive or unreasonable
- Is bullying other children or siblings
- Stops eating
- Is frightened to say what is wrong
- Gives improbable excuses for any of the above
- Is afraid to use the internet or mobile phone
- Is nervous and jumpy when a cyber- message is received
- Shows dramatic changes in behaviour

These, along with other signs and behaviour changes, could indicate other problems, but bullying should be considered a possibility and should be investigated. If any of the signs and behaviours persist over time parents should TELL the class teacher. These disclosures will be addressed by the Designated Safeguarding Team and/or by the SLT within ACS. In some cases the Governing Body may be called upon to investigate.

6. Responsibilities

It is the responsibility of every member of the school staff to report any suspicion of bullying to the class teacher. The class teacher will then inform the Safeguarding Team and/or the Senior Leadership Team who together will investigate. Where bullying is found to exist the Senior Teacher and/or Deputy Headteacher and/or Headteacher must be informed as well as at least one of the Designated Safeguarding Leads/Officers. It will also be entered on Arbor or MyConcern. In some cases the Governing Body may be informed and possibly external agencies dependent upon severity.

It is the responsibility of every member of the school staff to report any incidence of racism and discrimination. The class teacher must be informed as soon as possible and they will take a judgement on whether it is consistent and repeated and inform the Safeguarding / Senior Leadership Team, or whether it is a one off act of silliness or lack of understanding and deal with it through the learning process within the classroom. It will always be entered on Arbor or MyConcern. If a racist incident is confirmed staff must inform the Headteacher who will log the incident and investigate as necessary.

Children will always be encouraged to TELL if they or another pupil is being bullied. Pupils can talk to any member of staff they feel comfortable with, and that member of staff has a duty to report it to a lead staff member, as outlined above.

6.1 The Governing Body

- The Governing Body supports the Headteacher in all attempts to eliminate bullying and racism from our school. This policy statement makes it very clear that the Governing Body do not allow bullying and racism to take place in our school, and that any incidents of bullying and racism that do occur are reported within the tri-annual governance report along with actions taken.
- The Governing Body monitor the incidents of bullying and racism that occur and reviews the effectiveness of the school policy regularly. The Governing Body require the Headteacher to keep accurate records of all incidents of bullying and racism and to report to the Governing Body on request about the effectiveness of school anti-bullying and racism strategies.
- The Governing Body respond within ten days to any request from a parent/carer to investigate incidents of bullying and racism. In all cases, the Governing Body notifies the Headteacher and asks them to investigate the case and to report back to a representative of the Governing Body.
- Chair of Governors is Mr. David Johns, **email to be added prior to the school opening.**

6.2 Headteacher

- It is the responsibility of the Headteacher (Mr. James Eagle, **email to be added prior to the school opening**) to implement the school anti-bullying and anti-racism strategy and to ensure that all staff (both teaching and non-teaching) are aware of the school policy and know how to deal with incidents of bullying and racism. Additional staff will also have read the anti-bullying and harassment policy, such as Therapeutic and ancillary staff.
- The Headteacher reports to the Governing Body about the effectiveness of the anti-bullying and anti-racism policy on request.
- The Headteacher ensures that all pupils know that bullying and racism is wrong, and that it is unacceptable behaviour in this school. The Headteacher draws the attention of pupils to this fact at suitable moments. For example, if an incident occurs, the Headteacher may decide to use assembly as a forum in which to discuss with other pupils why this behaviour was wrong, and the ways everyone can prevent it happening again.
- The Headteacher ensures that all staff receive enough training to be equipped to deal with all incidents of bullying and racism.
- When an allegation is made of bullying and/or racism the Headteacher or DSL will investigate immediately and incidents will be entered in the appropriate systems. The situation will be monitored and discussed with parents/carers if necessary.
- The Headteacher sets the school climate of mutual support and praise for success, so making bullying and racism less likely. When children feel they are important and belong to a friendly and welcoming school, bullying and racism is far less likely to be part of their behaviour.

6.3 Teachers

- Teachers in our school take all forms of bullying and racism seriously and intervene to prevent incidents from taking place. They complete written records of any incidents that happen in their class and that they are aware of in and out of school.

- If teachers witness an act of bullying and racism, they do all they can to support the pupil who is being bullied as well as to support the perpetrator. They will also report the incident immediately to the senior leadership team / Safeguarding Team as stated above.
- We record all incidents of bullying and racism that occur inside/outside lesson time, either at break times, near the school or on the children's way home or to school. If any adult witnesses an act of bullying and racism, they should record the event. If teachers become aware of bullying within the family home or anytime during the day, week, month or year, these will also be recorded and monitored – support will be given when it is possible in these instances.
- If, as teachers, we become aware of any bullying and racism taking place between members of a class, we deal with the issue immediately. This may involve counselling and support for the victim of the bullying and racism, and sanctions for the pupil who has carried out the bullying and racism.
- We spend time talking to the pupil who has bullied: we explain why the action of the pupil was wrong, and we endeavour to help the pupil change their behaviour in future. If a child is repeatedly involved in bullying and racism against other children, staff should inform SLT/DSL and they, in conjunction with all school staff, will follow the procedures set out in Section 7. We may then invite the pupil's parents/carers into the school to discuss the situation. *In more extreme cases, for example where these initial discussions have proven ineffective, the Headteacher may contact external support agencies such as the social services.*

6.4 Parents & Carers

- Parents/Carers who are concerned that their child might be being bullied, or who suspect that their child may be the perpetrator of bullying and/or racism, should contact their child's class teacher immediately.
- Parents/Carers have a responsibility to support the school's anti-bullying and racism policy and to actively encourage their child to be a positive member of the school.

7. Procedures

1. If bullying is seen in school, staff should report it to the class teacher (if he/she is not the person who has witnessed the bullying) and those that witnessed or were disclosed to, will record low level bullying such as name calling on Arbor. The class teacher must then report it to the senior leadership team and the DSL's / DSO's so they can track it and if necessary, upgrade it to MyConcern. In most cases the staff member who witnessed the bullying, or the bully's teacher, will be the first one to discuss the incident with the child to try and find a resolution.
2. In cases of serious bullying, the incidents may be reported directly to the Headteacher and the DSL's. This repetitive bullying or more serious bullying incident/s will also be reported on MyConcern by the member of staff who witnessed the event or was first told of the event. The SLT / DSL will follow up the conversation had be those stipulated in point 1 above, and outline next steps to the pupil(s) involved highlighting the seriousness of these types of incidents.
3. Contact will be made with parents/carers will occur if behaviours continues. This communication may come from the teacher or the member of the SLT and/or safeguarding team.
4. In serious cases of persistent bullying, parents may be asked to come into a meeting to discuss the problem with a member of the SLT/Safeguarding Team.

5. Escalated consequences may be put into place (see consequence ladder within the positive management of behaviour policy) and include missing certain activities, report cards, independent learning and in extreme incidents exclusion.
6. If necessary and appropriate, the police or another external agency may be consulted.
7. Bullying behaviour or threats of bullying must be investigated, and the bullying stopped as quickly as possible.
8. Support for the perpetrator to help them alter their behavior will also be given.

8. Outcomes

1. The bully may be asked to genuinely apologize. The parents/carers of the bully may be requested to meet with the Class Teacher or Headteacher. Other consequences may take place. *Please also refer to our Policy & Procedure on: Positive Management of Behaviour.*
2. In serious cases, suspension or even exclusion may be considered.
3. If possible, the pupils will be reconciled using 'Restorative Justice'
4. The Headteacher should be made aware of the incidents.
5. All incidents will be logged.
6. After the incident/incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

9. Prevention

We will use KIDSCAPE methods of helping children to prevent bullying.

When appropriate, prevention strategies may include:

- Writing a set of school rules
- Whole school Anti- Bullying sessions as part of the PSHE curriculum and Safeguarding
- Signing a behaviour contract
- Writing stories or poems or drawing pictures about bullying
- Regular circle times in class
- Peer buddying where appropriate
- Reading stories about bullying or having them read to a class or assembly
- Making up role-plays
- Having discussions about bullying and why it matters
- Using 'Restorative Justice'
- Channel/Prevent talks/assemblies may be organized at various times through the school year.

Advisory Centre for Education (ACE)	020 7354 8321
Children's Legal Centre	0845 345 4345
KIDSCAPE Parents Helpline (Mon-Fri, 10-4)	0845 1 205 204
Parentline Plus	0808 800 2222

Youth Access	020 8772 9900
Bullying Online	www.bullying.co.uk

Please visit the KIDSCAPE website www.kidscape.org.uk for further support, links and advice.

10. West Sussex Hate Crime Project

Amberley Court School will be working with West Sussex Police (and other Local Authorities) to raise awareness of Hate Crime. Hate crime awareness week is during the first half of October – senior school pupils will be made aware of this and, in accordance to their abilities and SEND requirements, will contribute to the whole school awareness scheme and the mitigation of bullying and hate crimes within the pupil body.

10.1 What is a hate crime?

Hate crimes are any criminal offence which is perceived by the victim or any other person, to be motivated by (because of) hostility or prejudice towards that person's:

- Disability or perceived disability
- Race or ethnicity or perceived race or ethnicity
- Religion or belief, or perceived religion or belief (this also includes those who have no religion or belief)
- Sexual orientation or perceived sexual orientation
- Transgender identity or perceived Transgender identity
- This can be committed against a person or property
- Any other protected characteristics.

A victim does not have to be a member of the group at which the hostility is targeted. In fact, anyone could be a victim of a hate crime. For example, if someone shouts homophobic abuse at you, you are still the victim of a homophobic hate crime, whatever your sexual orientation.

Hate incidents can feel like crimes to those who suffer them and often escalate to crimes or tension in a community. For this reason, the police are concerned about incidents, and you can use the information stated below in section 10.2 to report non-crime hate incidents. The police can only prosecute when the law is broken but can work with partners to try and prevent any escalation in seriousness.

10.2 Reporting hate crime

To report hate crime, call the Sussex Police Contact Centre on 101 or visit your local police station. In an emergency, call 999 immediately.

It's an emergency if:

- If life is threatened
- If people are injured
- If offenders are nearby
- If immediate action is required.

END

POSITION	Headteacher	NAME		SIGNATURE		DATE	
POSITION	Governor	NAME		SIGNATURE		DATE	