TBS Anti-bullying Procedure

Last updated 09 November 2023

At The Bicester School we are committed to ensuring all members of our community are safe from bullying. To do this, we aim to ensure that all pupils and staff know what bullying is (and is not), that bullying is always reported by pupils or staff, that there are clear consequences for persistent bullies and that every member of the community knows that bullying will not be tolerated.

To this end, we will always:
- investigate reports of bullying
- record facts accurately
- inform parents/carers if their child has been a victim of bullying (and ensure support is in place)
- inform parents/carers if their child is bullying other pupils.

Any pupil who is found to have bullied another child will be disciplined (this may include a meeting with parents to discuss any consequences). Although we understand it is upsetting for parents to be in this situation, we expect parents to trust the professionalism of staff and support any consequences given. This may include incidents of bullying that occur outside of school or online – we will support here when appropriate. Records of incidents of bullying will be recorded and a repeat of bullying behaviours will result in an escalating consequence. Ultimately, any pupil who bullies others persistently may face permanent exclusion because bullying will not be tolerated.

Appendix 1: What is bullying?

Bullying is 'Repeated negative behaviour that is intended to make others feel upset, uncomfortable, or unsafe'.

There may sometimes be misunderstanding about the meaning of the term 'bullying'. Bullying means that one person is deliberately (usually) using his or her power over another to make them feel bad. Having a single argument or fight with someone is not bullying. It isn't saying something bad to someone once when you are angry. Bullying goes on deliberately over a period of time.

Types of bullying

Bullying can take place in all relationships: between students, between students and staff, or between staff. It can take different forms, including (but not limited to):
- physical bullying: hitting, slapping or pushing someone
- use of discriminatory language
- verbal bullying: name calling, gossiping or threatening someone
- non-verbal abuse: hand signs or text messages

- emotional abuse: threatening, intimidating or humiliating someone
- exclusion: ignoring or isolating someone
- undermining, constant criticism or spreading rumours
- controlling or manipulating someone
- making silent, hoax or abusive calls • cyberbullying, online, social media, etc.
- relating to race, religion, class, family, or home circumstances
- sexual, homophobic, biphobic, gender based, sexist, sexual or transphobic bullying bullying someone because they have a Special Educational Need or a disability.

Appendix 2: Dealing with an incident

Incidents are logged and tracked by the Pastoral Team, who will raise cases of concern where they see isolated disagreements or incidents developing into a pattern of behaviour that fits our shared definition of bullying.

Where bullying has been identified:
- Pastoral Team will meet with all students involved as soon as possible, potentially including bystanders
- All parents/carers and relevant staff will be informed
- A peer mentor will be offered to the student being bullied
- As appropriate, Pastoral Team will offer support, information, and advice to all students involved

The following sanctions/strategies can be applied for the student who bullied:
Supervision at break and lunch times
- Detention
- SLT Detention
- Fixed Term Exclusion
- Permanent Exclusion
- Longer term monitoring and support programmes delivered by partner agencies (for example, Police Community Liaison Officer)

Details of bullying incidents are logged confidentially:
- Log incident in the name of the child who was bullied (to track consistently)
- 'Linked students' as those who bullied (as above)
- Note evidence of persistent/repeated behaviour (ensure this is bullying, and not isolated unkind, aggressive, etc. behaviour)
- Note actions taken and student/parent/carer/school satisfaction that incident is now closed. (ensure effective intervention)

Appendix 3: Prevention

Responsibility for preventing bullying lies with all members of our community: staff (Academy trust staff, governors, senior leadership, teachers, support staff, supply teachers), parents/carers, and students.

Parents/carers, students and staff are made aware of the various channels to disclose concerns about bullying:

- Form tutors and Pastoral Team
- Student council
- Any member of staff
- Report bullying button in epraise
- Whisper anonymous reporting

Students learn about anti-bullying through a variety of ways, including:

- Personal, Social, Health Education (PSHE) lessons
- Assemblies
- Activities and shared information

Appendix 4: Further information

Students

As well as the support in school, there are also organisations you can contact for support:

- Childline can be contacted 24/7. Calls to 0800 1111 are free and confidential.
- Childline online
- Childline 'Bounce Back from Bullying' website
- Anti-bullying Alliance website
- Diana Award Anti-bullying Programme website

Parents/Carers

- NSPCC website
- Anti-bullying Alliance website
- Connect Safely (information about staying safe online, including use of social media)
- NSPCC Net Aware (more information about staying safe online)

Appendix 5: Linked Documents

- Child Protection and Safeguarding Policy
- Behaviour Policy
- Complaints Procedure
- Staff Standards of Conduct Policy
- Equality and diversity in the workplace policy