

# Beaufort Co-Operative Academy



A policy on:

## Bullying, Conflict and Harassment

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## **A policy on Bullying, Harassment and Conflict.**

- 1. At Beaufort Co-operative Academy we aim to have an academy community in which everyone feels valued and safe, and where individual differences are appreciated, understood and accepted. Every member of the academy community has the right to enjoy life at Beaufort Co-operative Academy.**

This policy is in addition to, and complementary to:

The Academy Behaviour Policy  
The Attendance for Learning Policy  
The Child Protection Policy  
Equal Opportunities Policy  
Acceptable Users Policy  
DDA policy.

This policy has been compiled in consultation with staff, students, parents, governors and members of academy partnership groups.

## **2. Aims of Anti-Bullying Work at Beaufort Co-operative Academy**

- To have a zero tolerance with regarding to bullying within the Academy.
- To reduce the number of bullying, conflict and harassment incidents each year.
- To work with all members of the academy community to educate and support so that they may alter their behaviour to become more emotionally literate.
- To support any victims of bullying, conflict or harassment.
- To adopt strategies that engage victims and perpetrators to seek a resolution.
- To involve parents promptly in all incidents of bullying conflict and harassment.
- Include within the tutor programme opportunities for students of varying ages to share their views on bullying and its effects.
- To recognise that bullying may occur beyond the academy gate and provide advice and support on how to deal with bullying outside the Academy.

## **3. Definitions**

### **i) Bullying**

Bullying is the deliberate intent to upset, hurt and intimidate others by words or deeds sustained over a period of time. It can be actions taken by one person or by a group towards another person or group of people.

Bullying can be physical, verbal, mental or indirect.

Examples of bullying:

- Being called hurtful, derogatory names
- Deliberately punching, hitting, bumping or kicking
- Teasing
- Spreading rumours to deliberately hurt someone
- Sending hurtful or malicious texts or e-mails
- Inciting others to gang up on someone via social network sites (MSN, Bebo)
- Referring to sexuality in a hurtful way i.e. homophobic, lesbian, gay bi sexual or transgender.
- Referring to ethnic origin / race in a hurtful way i.e. racist, Gypsy, Roma or traveller children.
- Taking or damaging property
- Deliberately ignoring, avoiding or excluding
- Repeated 'putting down' of others, making people feel small

- Making threats.

## **ii) Conflict**

Conflict is the opposition between ideas and interests and may result in a one-off or short term argument between students or members of the academy community. Conflict may arise due to personal differences or problems between families being brought into academy. Conflict can develop into bullying if it is not handled correctly.

## **iii) Harassment**

Harassment is to trouble, torment or confuse by continued and persistent attacks or questions on a particular theme. This can take place, face to face or via texts, e-mails or social networking sites.

## **iv) Cyberbullying**

This is an aggressive, intentional act carried out by a group or an individual involving the sending or posting of harmful or cruel text or images using the internet or other digital communication devices against a person who cannot equally defend him/herself. Cyberbullying has been defined by the Anti-Bullying Association as taking the following forms:

- Unwelcome text messages that are threatening or cause discomfort
- Pictures or video clips taken using camera phones or digital cameras and sent to others via phone or over the internet to make the victim feel threatened or embarrassed
- Mobile phone calls which are silent or contain abusive messages or statements
- Threatening e-mails often sent using a false name or somebody else's name
- Instant messaging – unpleasant messages sent as children to conduct real true conversations on-line
- Bullying via websites (ie Facebook, Whatsapp, Twitter and Snapchat) and online personal polling sites.

## **4. Roles and Responsibilities**

All members of the academy community have a role to play in spotting incidents of conflict or bullying. All members should be aware of the policy and know what to do should a student confide in them about a bullying issue.

James King is the named member of the senior leadership team responsible for co-ordinating all Anti-bullying work and the Anti-bullying focus group.

The Anti-bullying focus groups terms of reference are:

- To review the Academy Policy on bullying, conflict and harassment annually.
- To review termly all cases of bullying, conflict and harassment to check all have been dealt with sensitively and with a positive resolution for all parties.
- To be a contact group for parents or members of the academy community to report any incidents to or seek advice.
- To offer advice or advocacy for students or members of the academy community.
- To be open minded about new ideas of combating bullying, conflict and harassment at Beaufort Co-operative Academy.

## Beaufort Co-operative Academy Anti-Bullying Strategy (AB1)

Name/s of victim/s: \_\_\_\_\_  
(Please add Tutor Groups)

\_\_\_\_\_

Name/s of Perpetrator(s): \_\_\_\_\_  
(Please add Tutor Groups):

\_\_\_\_\_

\_\_\_\_\_

Name of member of staff first reported to: \_\_\_\_\_

Date reported: \_\_\_\_\_

Details of the incident / on going incidents

Please include dates / times / places / specific details e.g. punches / taunts, names called  
**not** student x is bullying student y.

Action taken towards the victim:

Action taken towards the perpetrator

:

Further action required and who will do this?

**Checklist:**

Parents of victim/s contacted?

Yes

No, if no why not? \_\_\_\_\_

Parents of perpetrator/s contacted?

Yes

No, if no why not? \_\_\_\_\_

Do you need to follow up with the victim?

Yes, when will this happen? \_\_\_\_\_

No

Copy passed to Kg

LLC aware

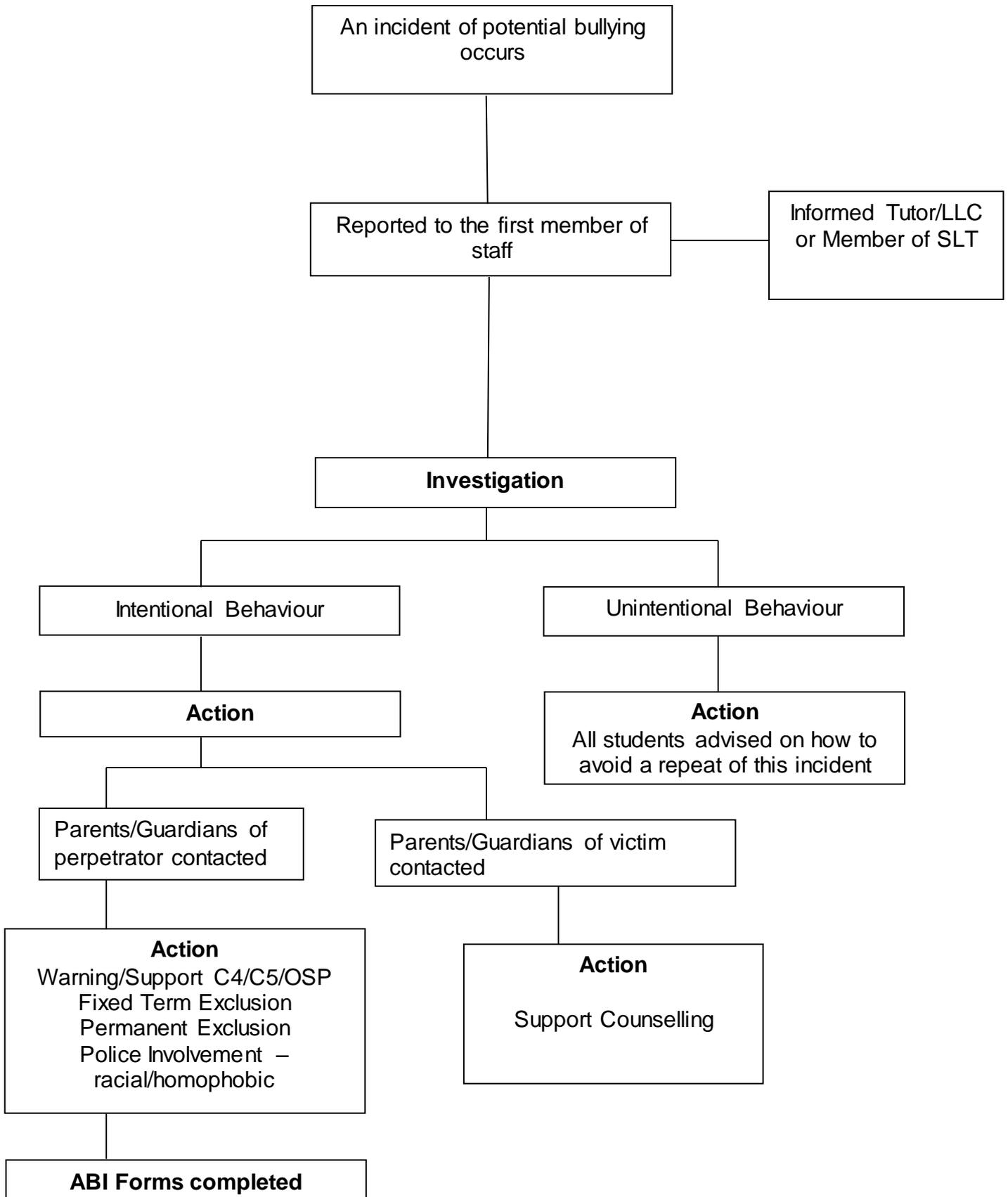
Date: \_\_\_\_\_

Signed: \_\_\_\_\_

5.

Annex 1

The procedure for dealing with an incident of potential bullying is:



## **6. Dealing effectively with bullying / conflict / harassment.**

All cases of bullying, conflict and harassment are slightly different and therefore the way in which they are dealt with may vary depending on:

- The severity of the incident(s)
- Whether the behaviour is deemed to be intentional.
- Whether the student has bullied, been involved in conflict previously
- Any aggressive or insulting behaviour between individual students or groups of students should be reported immediately to the first member of staff available following the incident.
- The incident will then be reported immediately to the Tutor/Learning Mentor/Leader of Learning Community responsible for the student, who will all carry out a full investigation into the incident.
- Written reports will be taken from every student involved in the incident, or witness to the incident.
- Once the person dealing with the incident has all the relevant information, he/she will decide whether the behaviour was intentional. If the action is deemed intentional, the parents/carers of the students responsible for the aggressive behaviour will be contacted and informed.
- The parents/carers will be provided with the details of the incident and told what subsequent action will be taken.

However, in cases of physical bullying or conflict this will always result in the use of The Behaviour Policy, which could mean a C3, C4, C5, day in OSP or fixed term exclusion from school (1 – 5 days) or being educated at the Alternate Provision School for up to 40 days.

For severe incidents of violent behaviour the student is liable to be permanently excluded.

## **7. Dealing appropriately with bullying, conflict and harassment.**

- Talking to the victim individually
- Talking to the perpetrator individually
- Allowing the victim and perpetrator to talk through the issue (considering whether consent is needed from both sets of parents)
- The use of restorative justice
- The use of a contract where both parties agree to stay away from each other
- The use of C4 / C5 / OSP / fixed term exclusion
- Involvement of all parents
- Referral to Year 12 or Year 13 peer supporter
- Circle of friends for students who are socially excluded
- Use of The Support Centre to support victim
- Use of The Inclusion Centre to support victim and perpetrator
- Referral to The School Counsellor
- Teaching of social skills for the perpetrator
- SEAL strategy

## 8. Anti-Bullying Code

Receiving an abusive or threatening text message, or seeing nasty comments about you on a website can be really upsetting. This Code gives you seven important tips to protect yourself and your friends from getting caught up in cyber bullying and advice on to how to report it when it does happen.

### 1) Always respect others

Remember that when you send a message to someone you cannot see the impact that your words or images may have on the other person. That is why it is important to always show respect to people and be careful what you say online or what images you send. What you think is a joke may really hurt someone else. Always ask permission before you take a photo of someone. If you receive a rude or nasty message or picture about someone else, do not forward it. You could be assisting a bully, and even be accused of cyber bullying yourself. You could also be breaking the law.

### 2) Think before you send

It is important to think before you send any images or text about yourself or someone else by email or mobile phone, or before you post information on a website. Remember that what you send can be made public very quickly and could stay online forever. Do you really want your teacher or future employer to see that photo?

### 3) Treat your password like your toothbrush

Don't let anyone know your passwords. It is a good idea to change them on a regular basis. Choosing hard-to-guess passwords with symbols or numbers will help stop people hacking into your account and pretending to be you. Remember to only give your mobile number or personal website address to trusted friends.

### 4) Block the Bully

Most responsible websites and services allow you to block or report someone who is behaving badly. Make use of these features, they are there for a reason!

### 5) Don't retaliate or reply

Replying to bullying messages, particularly in anger, is just what the bully wants.

### 6) Save the evidence

Learn how to keep records of offending messages, pictures or online conversations. These will help you demonstrate to others what is happening, and can be used by your college, internet service provider, mobile phone company, or even the police, to investigate the cyber bullying.

### 7) Make sure you tell

You have a right not to be harassed and bullied online. There are people that can help:

- Tell an adult you trust, you can help you to report it to the right place, or call a helpline like Child Line on 0800 1111 in confidence.
- Tell the provider of the service you have been bullied on (eg your mobile phone operator or social network provider). Check their websites to see where to report.
- Tell your college. Your teacher or the Behaviour Team at your college can support you and can discipline the person bullying you.

Finally, don't just stand there – if you see cyber bullying going on, support the victim and report the bullying. How would you feel if no one stood up for you?

## **Internet Security**

Beaufort Co-operative Academy employs a software product, which monitors all student activity on our network to be monitored and inappropriate use to be identified.

Use of this product has dramatically reduced instances of abuse on our network. However, when inappropriate use occurs, the college has a framework of sanctions as outlined below:

### **The following are not permitted within the college environment:**

1. Sending or displaying offensive messages or pictures.
2. Using obscene language.
3. Harassing, insulting or attacking others.
4. Damaging computers, computer systems or computer networks.
5. Violating copyright laws.
6. Using others' passwords or accounts.
7. 'Hacking' into others' folders, work or files for any reason.
8. Intentionally wasting limited resources, including printer ink and paper.

## **Sanctions**

1. Violations of the above rules will result in a temporary or permanent ban on internet/computer use.
2. Your parents/carers will be informed
3. Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour.
4. When applicable, police or local authorities may be involved.
5. If necessary, external agencies such as Social Networking or Email Member sites may be contacted and informed.

Please note these sanctions have been designed so that they will not impact on the education of our students. Limited Internet access status confines the Internet access to a predefined list of websites needed for their studies. This list is maintained by department heads and is updated on a regular basis.

In serious cases, a copy of the incident is sent home with an accompanying letter.

Although these incidents are a rarity, this framework of sanctions, accompanied in each case by an interview with a member of the behavioural team, provides an opportunity to reinforce a responsible use ethic that will prepare students for ICT use outside the school environment.

Beaufort Co-operative Academy is happy to answer any questions about this policy, so please feel free to contact us if there is anything you would like to discuss.

## 9. Safe Use of the Internet

Using the internet has become part of everyday life for most people in the 21<sup>st</sup> century and, for young people, it has quickly become part of their culture. Many young people use the internet safely every day to find out information, get in touch with their friends, play online games and shop.

However, there are risks in allowing young people to use the internet unsupervised. One of the main causes of concern for parents and schools as well as young people is the rise of cyberbullying (information and advice on which is offered below). However, there are other risks such as:

### 1. People misrepresenting themselves

Because you cannot see people you contact or chat to online unless they use a webcam, there is a risk that paedophiles and sex offenders may use chat rooms and internet forums to strike up friendships with young people and even to groom them. Young people should **NEVER** give out personal information such as addresses, phone numbers or personal e-mails to anyone they do not know personally. Posting photos online is also dangerous as it can encourage inappropriate attention. Young people should also be warned **NEVER** to meet up with anyone they meet online. Supervised or moderated chat rooms are much safer than those which are unregulated.

### 2. Access to inappropriate internet content

The vast majority of information on the internet is legal, decent and honest, but it is easy to find or even accidentally stumble across information or images that are unsuitable for young people including pornography or material that is violent, racist, inaccurate or harmful in some way. The best thing to do is to have a “nanny” service built into your home access which monitors the content of websites and will block unsuitable material. Ask your internet provider about this. You must also be aware that some apparently “innocent” sites can also contain unsuitable material – this is where close monitoring is vital. [www.pin.org.uk/filtering](http://www.pin.org.uk/filtering) offers valuable advice on filtering unsuitable material.

### 3. Viruses and Hackers

A virus transmitted via a website or e-mail or a hacker gaining access to your personal details online can cause serious damage. To help prevent these situations, it is vital to have good anti-virus software and a good firewall installed on your computer. [www.getnetwise.org](http://www.getnetwise.org) offers a comprehensive list of protection software available.

## Where Can I Find Out More?

There is an excellent website for parents, teachers and students on staying safe on the internet at [www.thinkyouknow.co.uk](http://www.thinkyouknow.co.uk)

The Department of Education and Skills also has an online guide for parents at [www.parentsonline.gov.uk/safety](http://www.parentsonline.gov.uk/safety)

### TOP TIPS

It would be a good idea to have a conversation with your child about the points raised here. Use the following “top tips” to reinforce key ideas:

- Remember that everyone you meet online is a stranger even though they might seem like a friend
- Always use a nickname when you log on and never give out any personal information which would allow someone online to meet or contact you
- Never arrange to meet up alone with anyone you make friends with online. If you are going to, take an adult you trust with you and meet in a public place
- Try to have your online conversations in public; people are less likely to hassle you if other people can see them doing it
- Accepting e-mails or opening files from people you don't know can get you into trouble – they may contain viruses, nasty messages or annoying links to things you don't want to see
- Talk to an adult you know well ask to for help if you are worried or upset about anything you have seen or been sent online.

## **10. Peer Support at Beaufort Co-operative Academy**

A group of Year 12 students are trained to listen to / advise and offer advocacy to students who are being bullied or are at risk of being bullied.

Year 12 students will be selected in June of each academic year and trained ready to begin their role in September; the start of the academic year.

Students are trained in:

- Understanding why students bully
- Understanding the difference between bullying, conflict and harassment
- Listening skills
- Using solutions focused approaches
- Using restorative justice.

All referrals to Year 12 will be completed by Clare Hankey and evaluated after 4 weeks.

# Peer Support Referral Form

Name of student needing support: \_\_\_\_\_

Tutor Group: \_\_\_\_\_

Outline of bullying incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date referred: \_\_\_\_\_

Referred by: \_\_\_\_\_

\_\_\_\_\_

Name of Peer Supporter allocated: \_\_\_\_\_

Date: \_\_\_\_\_

Evaluation due: \_\_\_\_\_

## 11. Supporting vulnerable groups of learners at risk of Bullying

Some groups of learners may be more at risk of bullying, conflict or harassment.

These groups\* are supported within specialist departments.

\*Groups

SEN - Special Educational Needs - Emma Price (SENCO)

LAC - Looked after Children - Designated SLT (Clare Hankey)

Other vulnerable pupils (with CAFs, on child protection register, attached to Social Services) - Designated SLT (Clare Hankey)

Additional actions available:

- Issues may be brought up at the SEN review
- Issues may be brought up at the LAC review
- Additional specialist staff may be asked to help deal with incidents
- Mrs Hankey may refer a student to the Community Family Worker

## 12. Help for Parents

What to do if you think your child is being bullied?

1. Ask them directly what is happening and then listen carefully to what they say
2. Reassure them you are taking it seriously and that you will help
3. Try to keep calm and not lose perspective
4. Let them show their feelings
5. Wherever the bullying is happening talk to the people in charge: Beaufort School 01452 301381 and ask for their Tutor or LLC or James King, the named teacher in charge of the Anti-bullying strategy
6. Help them to find ways of coping
7. Ask them how they think it may be resolved and work together to support this
8. Keep a record of events
9. Refer to countywide guidance [www.Gloucestershire.gov.uk/healthyschools](http://www.Gloucestershire.gov.uk/healthyschools)
10. If necessary seek further advice/support from school governors, the local authority or helplines and websites overleaf.

### **13. Help for Students**

Beaufort Co-operative Academy is a 'telling school'. Bullying cannot be resolved if it is not reported.

In the first instance talk to someone you trust and get on well with, this could be your tutor or one of your teachers.

They will take your concerns seriously and explain the School Anti-bullying Policy to you before trying to work with you to resolve the situation.

You may also be allocated a Peer Supporter, this is an older student (Year 12) who has been trained to listen to you and help you find some strategies and solutions to overcome the difficulties you are facing.

All incidents of bullying and conflict are passed to Mr King (Assistant Principal) where they are kept on record. If a student repeatedly bullies another student they may be excluded from school for a period of time.