



# GURU NANAK MULTI ACADEMY TRUST LTD

Springfield Road, Hayes, Middlesex UB4 0LT

## GNSA Secondary Phase Anti-Bullying Policy

Designated Safeguarding Lead (s): (Tom Perryman)

Named Governor with lead responsibility: \_\_\_\_\_

Any reference in this policy to **parents** means;

- All natural, parents whether they are married or not
- Any person who has parental responsibility for a child or young person
- Any person who has care of a child or young person i.e. lives with and looks after the child

Updated	Next Review	Reviewed by	GB/ SET Ratification
Nov 2019		T Perryman	
Sept 2020		T Perryman	

**This policy will be reviewed at least annually and following any concerns and/or updates to national and local guidance or procedure.**

## **Guru Nanak Sikh Academy Anti-Bullying Policy**

This policy is based on Department for Education (DfE) guidance “Preventing and Tackling Bullying” July 2017 and supporting documents. It also takes into account the DfE statutory guidance “Keeping Children Safe in Education” 2016. The Academy has read Children’s “Cyberbullying: Understand, Prevent and Respond: Guidance for Academies”.

### **1) Policy Objectives**

This policy outlines what Guru Nanak Sikh Academy will do to prevent and tackle all forms of bullying. The policy has been adopted with the involvement of the ‘whole Academy community’. Guru Nanak Sikh Academy is committed to developing an anti-bullying culture where the bullying of adults, children or young people is not tolerated in any form.

### **2) Links with Other Academy Policies and Practices**

This policy links with a number of other Academy policies, practices and action plans including:

- Behaviour for Learning Policy and Statements of Principles
- Complaints Policy
- Safeguarding Policy
- Confidentiality Policy
- Online Safety Policy

### **3) Legislation**

There are a number of legislations which also set out measures and actions for academies in response to bullying, as well as criminal and civil law. These may include (but are not limited to):

- The Education and Inspection Act 2006, 2011
- The Equality Act 2010
- The Children Act 1989
- Protection from Harassment Act 1997
- The Malicious Communications Act 1988
- Public Order Act 1986

### **4) Responsibilities**

It is the responsibility of:

- The Principal to communicate this policy to the academy community, to ensure that disciplinary measures are applied fairly, consistently and reasonably, and that a member of the senior leadership team has been identified to take overall responsibility.
- Academy Governors to take a lead role in monitoring and reviewing this policy.
- All staff, including governors, senior leadership, teaching and non-teaching staff to support, uphold and implement this policy accordingly.
- Parents to support their children and work in partnership with the Academy.
- Students to abide by the policy.

## **5) Definition of Bullying**

Bullying is “behaviour by an individual or a group, repeated over time that intentionally hurts another individual either physically or emotionally”. (DfE “Preventing and Tackling Bullying”, July 2017)

- Bullying can include: name calling, taunting, mocking, making offensive comments; kicking; hitting; taking belongings; producing offensive graffiti; gossiping; excluding people from groups and spreading hurtful and untruthful rumours.
- This includes the same unacceptable behaviours expressed online, sometimes called online or cyberbullying. This can include: sending offensive, upsetting and inappropriate messages by phone, text, instant messenger, through gaming, websites, social media sites/apps and sending offensive or degrading photos or videos.
- Bullying can be a form of peer on peer abuse and can be emotionally abusive; it can cause severe and adverse effects on children’s emotional development.

## **6) Forms of Bullying Covered by this Policy**

Bullying can happen to anyone. This policy covers all types of bullying including:

- Bullying related to race, religion, nationality or culture
- Bullying related to SEND (Special Educational Needs or Disability)
- Bullying related to appearance or physical/mental health conditions
- Bullying related to sexual orientation (homophobic, biphobic bullying)
- Bullying of young carers, children in care or otherwise related to home circumstances
- Sexist, sexual and transphobic bullying
- Bullying via technology, known as online or cyberbullying.

## **7) Academy Ethos**

Guru Nanak Sikh Academy community recognises that bullying, especially if left unaddressed, can have a devastating effect on individuals; it can create a barrier to learning and have serious consequences for mental wellbeing. By effectively preventing and tackling bullying, our Academy can help to create a safe, disciplined environment, where students are able to learn and fulfil their potential.

Our Community:

- Monitors and reviews our Anti-Bullying Policy and practice on a regular basis.
- Supports staff to promote positive relationships to help prevent bullying.
- Recognises that some members of our community may be more vulnerable to bullying and its impact than others; being aware of this will help us to develop effective strategies to prevent bullying from happening and provide appropriate support, if required.
- Will intervene by identifying and tackling bullying behaviour appropriately and promptly.

- Ensures our students are aware that bullying concerns will be dealt with sensitively and effectively; that everyone should feel safe to learn and abide by the Anti-Bullying Policy.
- Requires all members of the community to work with the Academy to uphold the Anti-Bullying Policy.
- Reports back to parents/carers regarding concerns on bullying, dealing promptly with complaints.
- Seeks to learn from good anti-bullying practice elsewhere.
- Utilises support from the Local Authority and other relevant organisations when appropriate.

## **8) Responding to Bullying**

The following steps may be taken when dealing with all incidents of bullying reported to the Academy:

- If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who has been approached or witnessed the concern.
- The Academy will provide appropriate support for the person being bullied – making sure they are not at risk of immediate harm and will involve them in any decision-making, as appropriate.
- The Principal, Designated Safeguarding Lead or another member of leadership staff will interview all parties involved.
- The Designated Safeguarding Lead will be informed of all bullying issues where there are safeguarding concerns.
- The Academy will inform other staff members and parents, where appropriate.
- Sanctions (as identified within the Academy's Behaviour for Learning Policy) and support for individuals will be implemented, in consultation with all parties concerned.
- 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 takes place off the Academy site or outside of normal Academy hours (including cyberbullying), the Academy will ensure that the concern is fully investigated. Appropriate action will be taken, including providing support and implementing sanctions in accordance with the Academy's Behaviour for Learning Policy.
- A clear and precise account of the incident will be recorded by the Academy in accordance with existing procedures. This will include recording appropriate details regarding decisions and action taken.

## **Cyberbullying**

When responding to cyberbullying concerns, the Academy will:

- Act as soon as an incident has been reported or identified.
- Provide appropriate support for the person who has been cyberbullied and work with the person who has carried out the bullying to ensure that it does not happen again.
- Encourage the person being bullied to keep any evidence (screenshots) of the bullying activity to assist any investigation.

- Take all available steps where possible to identify the person responsible. This may include:
  - Looking at use of the Academy systems identifying and interviewing possible witnesses; contacting the service provider and the police, if necessary.
  - Work with the individuals and online service providers to prevent the incident from spreading and assist in removing offensive or upsetting material from circulation.
    - This may include:
      - Support reports to a service provider to remove content if those involved are unable to be identified or if those involved refuse to or are unable to delete content.
      - Confiscating and searching students' electronic devices, such as mobile phones, in accordance with the law and also the Academy's Behaviour for Learning Policy.
      - Requesting the deletion of locally held content and content posted online if they contravene Academy behavioural policies.
      - Ensure that sanctions are applied to the person responsible for the cyberbullying; the Academy will take steps to change the attitude and behaviour of the bully, as well as ensuring access to any additional help that they may need.
      - Inform the police if a criminal offence has been committed.
      - Provide information to staff and students regarding steps they can take to protect themselves online. This may include:
        - ❖ advising those targeted not to retaliate or reply;
        - ❖ providing advice on blocking or removing people from contact lists;
        - ❖ helping those involved to think carefully about what private information they may have in the public domain.

## **Supporting Students**

### **Procedures for Reporting and Responding to Bullying**

Any student who is being bullied is encouraged to tell someone or write it down so that steps can be taken to stop the bullying. They are encouraged to tell any member of staff or record on the school's online reporting platform 'TootToot'. This platform is directly linked to Progress Leaders and members of the Academy's Safeguarding Team.

Students can also report bullying to the Academy's Anti-Bullying Ambassadors or write a note and put it in the 'I See You' box which is checked on a regular basis.

### **Strategies for the Prevention and Reduction of Bullying**

We promote behaviour to prevent and reduce bullying by:

- The delivery of high quality teaching and the promotion of a positive learning environment.
- Through the taught elements in the PSHE curriculum.
- The delivery of an E-Safety project to all year groups.
- Co-operative group-work.
- Peer support through the Anti-Bullying Ambassador Programme
- Mediation and restorative justice by Form Tutor or Progress Leader.
- Use of Academy Counsellor and Safeguarding Team.

- Whole Academy and whole year group activities.
- Use of outside agencies e.g. Participation Team, Educational Psychologists, Voluntary Organisations and Safer Schools Police Officer.
- A range of activities to encourage positive social interaction at break and lunchtime, as well as good supervision.

**Students who have been bullied will be supported by:**

- Reassuring the student and providing continuous support.
- Offering an immediate opportunity to discuss the experience with their teacher, the Designated Safeguarding Lead, Academy counsellor or a member of staff of their choice.
- Being advised to keep a record of the bullying as evidence and discuss how to respond to concerns and build resilience as appropriate.
- Working towards restoring self-esteem and confidence.
- Providing ongoing support; this may include: working and speaking with staff, offering formal counselling, engaging with parents and carers.
- Where necessary, working with the wider community and local/national organisations to provide further or specialist advice and guidance. This could include support through Early Help or Specialist Children's Services, or support through Child and Adolescent Mental Health Services (CAMHS).

**Students who have perpetrated the bullying will be supported by:**

- Discussing what happened, establishing the concern and the need to change.
- Informing parents/carers to help change the attitude and behaviour of the child.
- Providing appropriate education and support regarding their behaviour or actions.
- If online, requesting that content be removed and reporting accounts/content to service provider.
- Sanctioning, in line with the Academy Behaviour for Learning Policy; this may include official warnings, detentions, removal of privileges (including online access when encountering cyberbullying concerns) and fixed-term or permanent exclusions.
- Where necessary, working with the wider community and local/national organisations to provide further or specialist advice and guidance; this may include involvement from the Police or referrals to Early Help, Specialist Children's Services or Child and Adolescent Mental Health Services (CAMHS) as appropriate.

**Supporting Adults**

Our Academy takes measures to prevent and tackle bullying among students. However, it is equally important to recognise that bullying of staff and parents, whether by students, parents or other staff members, is unacceptable. Adults (staff and parents) who have been bullied or affected will be supported by:

- Offering an immediate opportunity to discuss the concern with the Designated Safeguarding Lead, a senior member of staff and/or the Principal.
- Advising them to keep a record of the bullying as evidence and discuss how to respond to concerns and build resilience, as appropriate.
- Where the bullying takes place off the Academy site or outside of normal Academy hours (including online), the Academy will still investigate the concern and ensure

that appropriate action is taken in accordance with the Academy's Behaviour for Learning Policy.

- Reporting offensive or upsetting content and/or accounts to the service provider, where the bullying has occurred online.
- Reassuring and offering appropriate support.
- Working with the wider community and local/national organisations to provide further or specialist advice and guidance.

**Adults (staff and parents) who have perpetrated the bullying will be helped by:**

- Discussing what happened with a senior member of staff and/or the Principal to establish the concern.
- Establishing whether a legitimate grievance or concern has been raised and signposting to the Academy's official complaints procedures.
- If online, requesting that content be removed.
- Instigating disciplinary, civil or legal action as appropriate or required

## **9) Preventing Bullying**

### **Environment**

The whole Academy community will:

- Create and support an inclusive environment which promotes a culture of mutual respect, consideration and care for others, which will be upheld by all.
- Recognise that bullying can be perpetrated or experienced by any member of the community, including adults and children (peer on peer abuse).
- Openly discuss differences between people that could motivate bullying, such as: religion, ethnicity, disability, gender, sexuality or appearance related difference. Also children with different family situations, such as looked after children or those with caring responsibilities.
- Challenge practice and language which does not uphold the values of tolerance, non-discrimination and respect towards others.
- Be encouraged to use technology, especially mobile phones and social media positively and responsibly.
- Work with staff, the wider community and outside agencies to prevent and tackle concerns including all forms of prejudice-driven bullying.
- Actively create "safe spaces" for vulnerable children and young people.
- Celebrate success and achievements to promote and build a positive Academy ethos.

### **Policy and Support**

The whole Academy community will:

- Provide a range of approaches for students, staff and parents to access support and report concerns.
- Regularly update and evaluate our practice to take into account the developments of technology and provide up-to-date advice and education to all members of the community regarding positive online behaviour.

- Take appropriate, proportionate and reasonable action, in line with existing Academy policies, for any bullying brought to the Academy's attention, which involves or affects students, even when they are not on Academy premises; for example, when using Academy transport or online, etc.
- Implement appropriate disciplinary sanctions; the consequences of bullying will reflect the seriousness of the incident, so that others see that bullying is unacceptable.
- Use a variety of techniques to resolve the issues between those who bully and those who have been bullied.

### **Education and Training**

The Academy community will:

- Train all staff, including: teaching staff, pastoral staff, support staff (e.g. administration staff, lunchtime support staff and site support staff) to identify all forms of bullying and take appropriate action, following the Academy's policy and procedures (including recording and reporting incidents).
- Consider a range of opportunities and approaches for addressing bullying throughout the curriculum and other activities, such as: through displays, assemblies, peer support, the Academy/Student Parliament, etc.
- Provide systematic opportunities to develop students' social and emotional skills, including building their resilience and self-esteem.

### **10) Involvement of Students**

We will:

- Involve students in policy writing and decision making, to ensure that they understand the Academy's approach and are clear about the part they have to play to prevent bullying.
- Regularly canvas children and young people's views on the extent and nature of bullying.
- Ensure that all students know how to express worries and anxieties about bullying.
- Ensure that all students are aware of the range of sanctions which may be applied against those engaging in bullying.
- Involve students in anti-bullying campaigns in the Academy and embedded messages in the wider Academy curriculum.
- Publicise the details of internal support, as well as external helplines and websites.
- Offer support to students who have been bullied and to those who are bullying in order to address the problems they have.

### **11) Involvement and Liaison with Parents**

We will:

- Take steps to involve parents in developing policies and procedures to ensure they are aware that the Academy does not tolerate any form of bullying.
- Make sure that key information about bullying (including policies and named points of contact) is available to parents in a variety of formats.
- Ensure all parents know who to contact if they are worried about bullying and where to access independent advice.
- Work with all parents and the local community to address issues beyond the Academy gates that give rise to bullying.

- Ensure that parents work with the Academy to role model positive behaviour for students, both on and offline.
- Ensure all parents know about our complaints procedure and how to use it effectively to raise concerns in an appropriate manner.

### **12) Monitoring and Review: Putting Policy into Practice**

- The Academy will ensure that they regularly monitor and evaluate mechanisms to ensure that the policy is being consistently applied.
- Any issues identified will be incorporated into the Academy's action planning.
- The Principal will be informed of bullying concerns, as appropriate.
- The named Governor for bullying will report on a regular basis to the Strategic Board of Directors on incidents of bullying, including outcomes.

### **13) Useful Links and Supporting Organisations**

- Anti-Bullying Alliance: [www.anti-bullyingalliance.org.uk](http://www.anti-bullyingalliance.org.uk)
- Childline: [www.childline.org.uk](http://www.childline.org.uk)
- Family Lives: [www.familylives.org.uk](http://www.familylives.org.uk)
- Kidscape: [www.kidscape.org.uk](http://www.kidscape.org.uk)
- MindEd: [www.minded.org.uk](http://www.minded.org.uk)
- NSPCC: [www.nspcc.org.uk](http://www.nspcc.org.uk)
- The BIG Award: [www.bullyinginterventiongroup.co.uk/index.php](http://www.bullyinginterventiongroup.co.uk/index.php)
- PSHE Association: [www.pshe-association.org.uk](http://www.pshe-association.org.uk)
- Restorative Justice Council: [www.restorativejustice.org.uk](http://www.restorativejustice.org.uk)
- The Diana Award: [www.diana-award.org.uk](http://www.diana-award.org.uk)
- Victim Support: [www.victimsupport.org.uk](http://www.victimsupport.org.uk)
- Young Minds: [www.youngminds.org.uk](http://www.youngminds.org.uk)
- Young Carers: [www.youngcarers.net](http://www.youngcarers.net)
- The Restorative Justice Council: [www.restorativejustice.org.uk/restorative-practice-academys](http://www.restorativejustice.org.uk/restorative-practice-academys)

### **SEND**

- Changing Faces: [www.changingfaces.org.uk](http://www.changingfaces.org.uk)
- Mencap: [www.mencap.org.uk](http://www.mencap.org.uk)
- Anti-Bullying Alliance Cyberbullying and children and young people with SEN and disabilities:  
[www.cafamily.org.uk/media/750755/cyberbullying\\_and\\_send\\_module\\_final.pdf](http://www.cafamily.org.uk/media/750755/cyberbullying_and_send_module_final.pdf)
- DfE: SEND code of practice: [www.gov.uk/government/publications/send-code-of-practice-0-to-25](http://www.gov.uk/government/publications/send-code-of-practice-0-to-25)

### **Cyberbullying**

- Childnet International: [www.childnet.com](http://www.childnet.com)
- Digizen: [www.digizen.org](http://www.digizen.org)
- Internet Watch Foundation: [www.iwf.org.uk](http://www.iwf.org.uk)
- Think U Know: [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)
- UK Safer Internet Centre: [www.saferinternet.org.uk](http://www.saferinternet.org.uk)

- The UK Council for Child Internet Safety (UKCCIS): [www.gov.uk/government/groups/uk-council-forchild-internet-safety-ukccis](http://www.gov.uk/government/groups/uk-council-forchild-internet-safety-ukccis)

### **Race, Religion and Nationality**

- Anne Frank Trust: [www.annefrank.org.uk](http://www.annefrank.org.uk)
- Kick it Out: [www.kickitout.org](http://www.kickitout.org)
- Report it: [www.report-it.org.uk](http://www.report-it.org.uk)
- Stop Hate: [www.stophateuk.org](http://www.stophateuk.org)
- Tell Mama: [www.tellmamauk.org](http://www.tellmamauk.org)
- Educate against Hate: [www.educateagainsthate.com](http://www.educateagainsthate.com)
- Show Racism the Red Card: [www.srrtc.org/educational](http://www.srrtc.org/educational)

### **LGBT**

- Barnardos: [www.barnardos.org.uk/what we do/our work/lgbtq.htm](http://www.barnardos.org.uk/what_we_do/our_work/lgbtq.htm)
- Metro Charity: [www.metrocentreonline.org](http://www.metrocentreonline.org)
- EACH: [www.eachaction.org.uk](http://www.eachaction.org.uk)
- Proud Trust: [www.theproudtrust.org](http://www.theproudtrust.org)
- Academics Out: [www.academys-out.org.uk](http://www.academys-out.org.uk)
- Stonewall: [www.stonewall.org.uk](http://www.stonewall.org.uk)

### **Sexual Harassment and Sexual Bullying**

- Ending Violence Against Women and Girls (EVAW) [www.endviolenceagainstwomen.org.uk](http://www.endviolenceagainstwomen.org.uk). A Guide for Academics: [www.endviolenceagainstwomen.org.uk/data/files/resources/71/EVAWCoalition-Academics-Guide.pdf](http://www.endviolenceagainstwomen.org.uk/data/files/resources/71/EVAWCoalition-Academics-Guide.pdf)
- Disrespect No Body: [www.gov.uk/government/publications/disrespect-nobody-campaign-posters](http://www.gov.uk/government/publications/disrespect-nobody-campaign-posters)
- Anti-bullying Alliance: advice for Academy staff and professionals about developing effective anti-bullying practice in relation to sexual bullying: [www.anti-bullyingalliance.org.uk/tools-information/all-aboutbullying/sexual-and-gender-related](http://www.anti-bullyingalliance.org.uk/tools-information/all-aboutbullying/sexual-and-gender-related)
- Note: Additional links can be found in 'Preventing and Tackling Bullying' (July 2017): [www.gov.uk/government/publications/preventing-and-tackling-bullying](http://www.gov.uk/government/publications/preventing-and-tackling-bullying)