



# CAPA College

## Anti-Bullying Policy

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Approved by Governors	
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## Introduction

CAPA College is committed to providing a safe, positive, valuing and inclusive environment for all our pupils, staff and parents/carers. Bullying of any kind is unacceptable at CAPA College. The anti-bullying policy and practice plays an important role in this.

### 1. Aims and Purposes of the Policy

Bullying of any kind is unacceptable and will not be tolerated at CAPA College. At our college the safety, welfare and well-being of all students and staff is a key priority. We take all incidences of bullying seriously and it is our duty as a whole school community to take measures to prevent and tackle any bullying, harassment or discrimination.

We actively promote values of respect and equality and work to ensure that difference and diversity is celebrated across the whole school community. We want to enable our students to become responsible citizens and to prepare them for life in 21st Century Britain. These values reflect those that will be expected of our students by society when they leave school and enter the world of work or further study.

We are committed to improving our school's approach to tackling bullying by regularly monitoring, reviewing and assessing the impact of our preventative measures.

We aim to:

- Assist in creating an ethos in which attending CAPA College is a positive experience for all members of our school community
- Make it clear that all forms of bullying are unacceptable within the college
- Enable everyone to feel safe whilst at CAPA College and encourage students to report incidences of bullying
- Support and protect targets of bullying and ensure they are listened to.
- Support perpetrators of bullying to change their attitudes as well as their behavior and to understand why it needs to change
- Ensure that students are actively involved in combating bullying
- Liaise with parents to help support the victims and perpetrators of bullying
- Ensure all members of our school community feel responsible for combating bullying

We also want to ensure that:

- All governors, teachers, volunteers, non-teaching staff, students and parents should have an understanding of what bullying is.
- All governors, teachers, volunteers and non-teaching staff should know what the college policy is on bullying, and follow it when bullying is reported.
- All students and parents should know what the college policy is on bullying and what they should do if bullying arises.

## 2. Definition of Bullying

2.1 Bullying is 'behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally'. (DfE "Preventing and Tackling Bullying", October 2014).

2.2 Bullying is often motivated by prejudice against particular groups. It might be motivated by actual differences between children, or perceived differences. It is unacceptable and should not be tolerated.

2.3 The nature of the bullying can be:

- Physical – such as hitting or physically intimidating someone, or using inappropriate or unwanted physical contact towards someone
- Attacking property – such as damaging, stealing or hiding someone's possessions
- Verbal – such as name calling, spreading rumours about someone, using derogatory or offensive language or threatening someone
- Psychological – such as deliberately excluding or ignoring people
- Cyber – such as using text, email or other social media to write or say hurtful things about someone

2.4 Bullying can be based on any of the following things:

- Race (racist bullying)
- Religion or belief
- Culture or class
- Gender (sexist bullying)
- Sexual orientation (homophobic or biphobic bullying)
- Gender identity (transphobic bullying)
- Special Educational Needs (SEN) or disability
- Appearance or health conditions
- Related to home or other personal situation
- Related to another vulnerable group of people

### 3. Signs of Bullying

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

- Is frightened of walking to or from the college
- Changes their usual routine.
- Develops poor attendance.
- Becomes withdrawn, anxious, or lacking in confidence.
- Runs away.
- Cries themselves to sleep at night or has nightmares.
- Feels ill in the morning.
- Begins to underperform in college work.
- Comes home with clothes torn or books damaged.
- Has possessions which are damaged or “go missing”.
- Has dinner or other monies continually “lost”.
- Has unexplained cuts or bruises.
- 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.

3.2 These signs and behaviors could indicate other problems, but bullying should be considered a possibility and should be investigated.

3.3 Parents who believe their children are the victim of bullying should share their concerns with the college at the earliest opportunity and be prepared to work with the college to keep their children safe. All expressions of concern will be taken seriously and investigated thoroughly.

### 4. Reporting Bullying

#### 4.1 Students who are being bullied:

If a student is being bullied they are encouraged not to retaliate but to tell someone they trust about it such as a friend, family member or trusted adult. They are also encouraged to report any bullying incidents in college:

- Report to a teacher (form tutor, pathway leader, DSLs or any other teacher you feel comfortable speaking to.)
- Ask to speak to Student Support Officer (Kate Robinson) in private
- Report via MyDay using the ‘Pastoral Support Request’
- Call childline to speak to someone in confidence on 08001111

## 4.2 Reporting bullying – roles and responsibilities

**Staff:** All school staff, both teaching and non-teaching (for example technicians and admin staff) have a duty to report bullying, to be vigilant to the signs of bullying and to play an active role in the school's efforts to prevent bullying. If staff are aware of bullying, they should reassure the students involved and inform a relevant member of the pastoral team.

**Core Team:** The Senior Leadership Team and the head teacher have overall responsibility for ensuring that the anti-bullying policy is followed by all members of staff and that the school upholds its duty to promote the safety and well-being of all young people.

**Parents and Carers:** Parents and carers should look out for potential signs of bullying such as distress, lack of concentration, feigning illness or other unusual behavior. Parents and carers should tell their child not to retaliate and support and encourage them to report the bullying. Parents and carers can report an incident of bullying to the school by phoning the college and asking to speak to either Kate Robinson (Student Support Officer) or their Child's pathway leader.

**Students:** Students should not take part in any kind of bullying and should watch out for potential signs of bullying among their peers. They should never be bystanders to incidents of bullying. If students witness bullying they should support the victim, encourage them to report the bullying and, if possible, accompany them to tell a trusted adult.

## 5. Procedures to help prevent bullying

Some of the measures that we have in place to prevent bullying are included in:

- College tutorials
- The college REFLECT and RESPECT agenda
- The actions of student leaders
- Curriculum content (plays, films, songs that are used within the curriculum)
- Teachers and support staff for students to talk to
- Resources and communication methods via MyDay
- Work and activities during anti-bullying week

## 6. Responding to Bullying

The following steps may be taken when dealing with incidents:

- If bullying is suspected or reported, the member of staff that has been approached will deal with the incident immediately
- Staff will make sure the victim is reassured and safe
- Staff will listen and speak to all students involved about the incident separately

- The problem will be identified and possible solutions suggested
- Staff will encourage a problem solving approach which will move students on from having to justify their behavior – this may take the form of a group meeting to reconcile students (restorative practices)
- Staff will reinforce the message that bullying behavior is not tolerated
- Appropriate action will be taken quickly to end the behavior
- Sanctions deemed appropriate will be applied
- Staff will assess whether any other authorities (such as the police or local authority) need to be involved, particularly where actions take place outside of school.
- If possible, the students will be reconciled
- If necessary, support will be given to the perpetrators of bullying to help them understand and change their behavior
- A member of Core Team will be informed of the incident and be involved in decision making about actions taken and appropriate sanctions
- In serious cases, parents will be informed and will be invited to discuss the problem
- After the incident has been investigated and dealt with, each case will be monitored to ensure a successful outcome
- The incident and actions will be recorded throughout via CPOMS

## 7. The Role of Students

7.1 Students will progressively develop their understanding of bullying and related behaviour issues through the curriculum. All students will be expected to develop appropriate witness behaviour and to show concern for others across the college community.

7.2 Students will have opportunities to develop their resilience and problem solving strategies in the face of hurtful behaviour.

7.3 Students will be actively involved in anti-bullying developments through the Tutorial programme, curriculum work and special initiatives.

## 8. The Role of Parents

8.1 Parents have an important role in actively encouraging their children to be a positive member of the college. Dealing with behaviour problems effectively requires the college and parents to work in partnership.

8.2 If parents have concerns about bullying or hurtful behaviour they should take up those concerns with their child's form tutor.

- 8.3 Parents should raise any concerns about bullying or other hurtful behaviour directly with the college and not with the parents of other parties, involved or otherwise. The best place to resolve conflicts between children is within the college where all sides and aspects of incidents can be explored.
- 8.4 Parents are expected to exercise reasonable confidentiality around incidents in which they are involved.
- 8.5 Parents will be informed of any significant incidents involving their children in order to enable them to support their child and the academy in seeking resolution and restoring a safe environment for all children.

## 9. The Role of the Trust and Governors

- 9.1 The Trust and Local Governing Bodies support Headteachers in all strategies to eliminate bullying from our academies.
- 9.2 The Headteacher is required to keep records of all bullying incidents and to report on the effectiveness of the academy anti-bullying strategies.
- 9.3 It is the responsibility of Local Governing Body to monitor the anti-bullying policy and its effectiveness.
- 9.4 Enhance Academy Trust will review the anti-bullying policy on an annual basis.

CAPA College is proud to be a part of Enhance Academy Trust.