



# KNOLE ACADEMY

## Policy Document

# ANTI-BULLYING POLICY

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## PREFACE

### SAFEGUARDING:

The safeguarding of children and young people underpins the work of the academy and must be adhered to as a prime responsibility.

### EQUALITY:

Knole Academy is committed to providing all staff, students, parents, visitors and members of the wider community using the sites with equality of opportunity regardless of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. All policies are screened for their impact on equality and issues are addressed if they arise. Knole Academy will provide special consideration on an individual basis if anyone is considered to have a specific special need. Any parent who feels that their child has such a need should contact the relevant Pastoral Leader in the first instance to explain their concerns.

This policy, and its associated procedures and protocols, is based on these key principles.



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*"Providing safe and happy places to learn is essential to achieving school improvement, raising achievement and attendance, promoting equality and diversity, and ensuring the safety and well-being of all members of the school community." - (DfE, 2007).*

## POLICY AIMS AND OBJECTIVES

- All students, parents, staff and governors should have an understanding of what bullying is.
- Staff and governors should follow the school policy when bullying is reported or suspected.
- All students and parents should know what bullying is and inform a member of staff if bullying arises.
- The Academy will always take bullying seriously. We use a range of proactive and reactive strategies to combat and prevent bullying.

### **This policy will:**

- Develop greater levels of happiness and security at school
- Ensure support for the victims of bullying and people who bully
- Prevent the victimisation of any student attending Knole Academy



## DEFINITIONS

Our agreed definition of bullying at Knole Academy is as follows.

### **Bullying is:**

- Deliberately hurtful behaviour
- Repeated over a period of time
- Upsetting to the person who is being bullied

It is important that bullying is not confused with social conflict such as the usual friendship issues and arguments where individuals "fall out" with one another.

### **Bullying can take many forms but the main types are:**

- **Emotional** – being unfriendly, excluding, tormenting
  - **Physical** – pushing, kicking, hitting, punching or any use of violence
  - **Racist** – racial taunts, graffiti, gestures
  - **Sexual** – unwanted physical contact or sexually abusive comments
  - **Homophobic or biphobic** – because of, or focusing on the issue of sexuality
  - **Transphobic** - the fear or dislike of someone based on the fact they are trans, including denying their gender identity or refusing to accept it. Transphobia may be targeted at people who are, or who are perceived to be, trans.
- 1.
- **Verbal** – name calling, sarcasm, spreading rumours, teasing
  - **Cyber** – all areas of internet, such as email and internet chat room misuse. Mobile threats by text messaging and calls. Misuse of associated technology, i.e. camera and video facilities.
  - **Disability/SEN** – because of or focusing on a disability or special educational need.
  - **Home circumstance** – targeting individuals who are looked after children or because of a particular home circumstance.



**Some forms of bullying may break the law and may be reported to the police by the school:**

- **Violence or assault;**
- **Theft;**
- **Repeated harassment or intimidation**, e.g. name calling, threats and abusive phone calls, emails or text messages, sexual harassment and peer on peer abuse;
- **Hate crimes** – any incident which the victim, or anyone else, thinks is based on someone's prejudice towards them because of their race, religion, sexual orientation, disability or because they are transgender.

**There are a number of important reasons for challenging bullying behaviour:**

- To help everybody develop good social skills
- To improve the safety and happiness of students
- To improve educational achievement
- To help people who bully to be more understanding of those around them
- To be a caring academy
- To prevent persistently bullied students being depressed as young adults
- To raise the self-confidence of victims of bullying and help them to develop the skills to deal with bullying behaviour



## PREVENTING BULLYING

*"A school's response to bullying should not start at the point at which a child has been bullied. The best schools develop a more sophisticated approach in which school staff proactively gather intelligence about issues between pupils which might provoke conflict and develop strategies to prevent bullying occurring in the first place. - (Department for Education - Preventing and tackling bullying, July 2017)*

Preventing bullying behaviours can be possible through a range of proactive measures. At Knole Academy, we look for every opportunity to prevent bullying type behaviours from happening. Some of the actions the school takes to prevent bullying include:

- The issue of bullying is included in the curriculum and classwork e.g. Drama, English.
- Bullying is addressed through the Relevance curriculum and is aligned with the standards of the PSHE Association.
- Our Form Time and Assembly programmes reinforce British Values and the ethos of the school.
- Anti-bullying week is dedicated to raising awareness of bullying and reminding staff and students of their responsibilities to report it.
- Students are not permitted to use their mobile phones around the Academy. This is partly to prevent cyber-bullying.
- Duty staff have been trained to be vigilant and to watch and listen for any bullying type behaviours, no matter how small.
- Duty points have been carefully considered to ensure there are no 'dead spaces' where bullying can take place undisturbed.
- Seating plans in lessons are carefully considered using any relevant information about the relationships between specific pupils.
- External speakers can be utilised to raise awareness of issues such as racism and homophobia.
- Signposting around the Academy to raise awareness of how to report bullying
- The SHARP system for anonymous reporting is available on the school website and is signposted around the Academy



- Working with the wider community such as the police/children's services where bullying is particularly serious or persistent to send a strong message that bullying is unacceptable within our academy.

Knole Academy recognises that specific groups of students are particularly vulnerable to bullying. These include children and young people with Special Educational Needs and Disabilities (SEND), young carers, Black and Minority Ethnic (BME), those who are, or thought to be lesbian, gay, bisexual, transgender, queer, questioning, intersexual, asexual or pansexual (LGBTQ+). As such, prevention of bullying considers the specific patterns of discrimination these groups face.

## ADDRESSING BULLYING:

### **To deal proactively with bullying to try and prevent bullying from happening we will:**

- Ensure that staff act as positive role models, challenging bullying behaviours and reporting it
- Train members of staff about what bullying is and how to prevent it
- Use the Relevance Curriculum, RPE and Citizenship to teach students about what bullying is and the harm it causes
- Address bullying issues in assemblies
- Participate in the national Anti-Bullying Week initiative
- Ensure that staff are aware of students who are more vulnerable to bullying
- Work with external agencies where appropriate, to tackle bullying both proactively and to support victims of bullying and students who perpetrate bullying
- Ensure that peer on peer abuse is taken seriously
- Use safeguarding procedures to address bullying where criteria for a safeguarding concern are met



## OUR COMMITMENT

The governors and staff of Knole Academy make a commitment to all our young people that all reported incidents will be taken seriously and dealt with sensitively. They will be followed up with necessary action and support

## ADDRESSING BULLYING

### 1. STUDENTS' ACTION

If you think that you are being bullied, according to our definition, then you should:

- Remember that bullies always tell you not to tell anyone - this is how they keep their power so ignore them and tell someone, preferably your form tutor
- If you do not feel comfortable telling your form tutor on your own, you can ask one of the following people to help you
  - Your friend
  - A peer mentor
  - Another trusted member of staff
  - Your parent/carer

#### **It is also a good idea to:**

- Keep a confidential diary of what the bully has said and done, to show to your form tutor.
- Stay away from the bully as much as possible
- Assertively but politely tell the bully that you do not like what they are doing and that you wish them to stop
- Stay in areas staffed by teachers whenever and wherever possible.
- Finally, if you see bullying - go and report it as soon as possible

#### **Remember –**

Knole Academy aims to be a bully- free zone



Knole Academy is a 'telling school' – there is an expectation that students will report wrongdoing if they witness or experience it – to any trusted member of staff.

## 2. PARENTS' AND CARERS ACTION

- Encourage your child to talk to you about their school and social life
- Feel free to discuss any concerns with members of staff, particularly your child's form tutor - even minor problems can be distressing to your child
- Watch your child for signs of distress
- Listen to your child and take seriously any reports of bullying

### **If your child has told you that they're being bullied**

- Contact your child's form tutor via telephone or email
- Tell them the facts of your concern
- Work with the school to develop strategies to support your child – this could include sanctions against the bully, restorative justice, mediation and contracts as well as wellbeing support
- Contact your child's Head of Year if the matter has not been resolved to your satisfaction
- Please remember that we cannot discuss action taken against any young person other than your own child

### **If your child is responsible for the bullying**

- Do not ignore it
- Make it clear that such behaviour is not acceptable
- Contact the school to inform us of your child's behaviour
- Work with the school to develop strategies to change their behaviour
- If we work together in an open and honest way such behaviours can change



### 3. STAFF ACTION

- If staff notice an incident, or a student discloses an incident to them, they should reassure the victim that they have done the right thing, that they will pass it on for investigation and that the school will investigate further.
- Share full details to the Head of Year/Pastoral team.
- Depending on the seriousness of the allegation the team will allocate someone to take action to investigate the allegation.

#### **Investigation**

The investigation into the bullying incident(s) will be conducted by the most appropriate member of staff, depending on the severity of the allegation. This may include the form tutor, Head of Year, Deputy Headteacher Pastoral or may include external agencies such as the Police.

Any investigation into alleged bullying will be discreet, sensitive, timely and thorough. The exact timeline of investigations will vary depending on the scenario but will usually include:

- The victims will be talked to along with other witnesses and statements will be taken
- The accused will be talked to, to get their version of events
- Other staff, students and parents will be involved, where needed
- Parents/carers will be kept fully aware
- A record will be placed in all the involved students' files
- All students will be made aware that such behaviour will not be tolerated

### 4. OUTCOMES

- The student who has been bullied will be offered support if they feel they need it. This may depend on the nature and severity of the incident and may include counselling or, in more extreme cases, referral to external agencies such as CAMHS.
- Students who have displayed bullying behaviour will be issued sanctions in line with the school behaviour policy. These sanctions range from detentions to fixed and even permanent exclusion where it is deemed bullying has been extreme, ongoing and particularly damaging.



- Parents of those bullied and bullying will be notified of the outcomes of the investigation.
- A restorative justice meeting will be set up to take place as soon as possible if deemed appropriate. This is the process where both parties get an opportunity to achieve closure through mediation by trained staff and/or students.

## LINKS

The websites listed below offer direct links to other sources of information for parents and young people:

- **Stonewall:** [www.stonewall.org.uk](http://www.stonewall.org.uk) - useful information and links on LGBTQ issues.
- **Advisory Centre for Education:** [www.ace-ed.org.uk](http://www.ace-ed.org.uk) - Registered charity independent of central or local government giving free advice and support to parents of children in state schools.
- **Anti-Bullying Network:** [www.antibullying.net](http://www.antibullying.net) - Established by the Scottish Executive. Useful links and reviews for teachers, parents and students on bullying and related issues.
- **BBC Schools:** [www.bbc.co.uk/schools](http://www.bbc.co.uk/schools) - Includes information about bullying.
- **Bully OnLine:** [www.bullyonline.org](http://www.bullyonline.org) - Information on bullying for teachers, children and schools which details the legal procedures available. This site also lists support groups for teachers.
- **Bullying Online:** [www.bullying.co.uk](http://www.bullying.co.uk) - Useful information and links on bullying and related issues for parents, children and teachers.
- **ChildLine:** [www.childline.org.uk](http://www.childline.org.uk) - Primarily a helpline for children but has useful information and links on bullying. Chips (Childline in Partnership with Schools) encourages schools to support students in setting up anti-bullying projects.
- **The Children's Society:** [www.the-childrens-society.org.uk](http://www.the-childrens-society.org.uk) - 'Bullying! Information for parents on how to help your child' – leaflet giving information and practical guidance.
- **Kidscape:** [www.kidscape.org.uk](http://www.kidscape.org.uk) - Advice for children, parents and teachers as well as training and sample policies.
- **Schools Out!:** [www.schools-out.org.uk](http://www.schools-out.org.uk) - Campaigns for better support networks for gay and lesbian students and clearer guidance for teachers on issues of sexuality.



- **Topmarks:** [www.topmarks.co.uk](http://www.topmarks.co.uk) - Aims to provide easy access to the best educational websites including information on bullying for teachers, parents and young people.

<b>APPROVED</b>	Approved by the Full Governing Body on 12.12.25		
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