



Ark John Keats  
Academy

# Anti-Bullying Policy

## POLICY INFORMATION

### Named personnel with designated responsibility:

Academic year	Designated Senior person	Deputy Designated Senior person	Nominated Governor	Chair of Governors
<b>2013/14</b>	Amy Baird			Linsey Cole
<b>2014/15</b>	Amy Baird			Linsey Cole
<b>2015/16</b>	Amy Baird			Linsey Cole
<b>2016/17</b>	Amy Baird			Linsey Cole
<b>2019/20</b>	Nat Nabarro			Linsey Cole

### Policy review dates

Frequency of review: annually

Review Date	Changes made	By whom
<b>June 2013</b>	Policy created	J Collins/A Baird
<b>Sept 2014</b>	Reviewed	A Baird
<b>Sept 2015</b>	Reviewed	A Baird
<b>Sept 2016</b>	Reviewed	A Baird
<b>Sept 2020</b>	Reviewed	N Nabarro

### Ratification by Governing Body

Academic	Date of ratification	Chair of Governors
<b>June 2013</b>	June 2013	Linsey Cole
<b>Sept 2014</b>	Sept 2014	Linsey Cole
<b>Sept 2016</b>	Sept 2016	Linsey Cole
<b>Set 2020</b>	Sept 2020	Linsey Cole

### Dates of staff training for this academic year

Dates	Course Title	Staff
<b>September 2013</b>	Staff Induction	All
<b>September 2014</b>	Staff Induction	All
<b>September 2015</b>	Staff Induction	All
<b>September 2016</b>	Staff Induction	All
<b>September 2020</b>	Staff Induction	All

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## 1 STATEMENT OF INTENT

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At Ark John Keats Academy we have a policy of prevention. Preventing bullying makes it easier to respond to incidents when they occur. It also enables us to create an ethos in which the whole academy community is clear that bullying is completely unacceptable and will not be tolerated. We will teach all of our pupils the values of KEATS (Kindness, Effort, Aspirations, Tenacity and Success)

and use these to frame conversations about any unkindness and bullying.

## 2 REVIEW OF THE POLICY

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- 2.1.1 In line with all policies, this policy will be reviewed after 2 years. It may also be reviewed and amended, in consultation with all stakeholders, in the light of events or experience. The Stakeholders of this policy are pupils, staff, parents and carers, Ark trustees and Ark Schools management board.
- 2.1.2 Data from the monitoring and recording of incidents (including 'nil' returns) will also inform policy review and will be seen by the governing body at governing body meetings.

## 3 AIMS OF THE POLICY

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- 3.1.1 To ensure that pupils learn in a supportive, caring and safe environment without fear of being bullied. Bullying is anti-social behaviour and affects everyone; it is unacceptable and will not be tolerated. Only when all issues of bullying are addressed will pupils be able to fully benefit from the opportunities available at the academy.
- 3.1.2 To assist in creating an ethos in which attending Ark John Keats Academy is a positive experience for all members of our community.
- 3.1.3 To make it clear that all forms of bullying are unacceptable at Ark John Keats Academy. To enable everyone to feel safe while at Ark John Keats and encourage pupils to report incidents of bullying. To be clear that this involves all forms of bullying, including cyber – bullying.
- 3.1.4 To deal with each incident of bullying effectively, taking into consideration the needs of all parties and of our community, and, as a result, to reduce the incidents of bullying.
- 3.1.5 To support and protect victims of bullying and ensure they are listened to, and prioritised.
- 3.1.6 To help and support pupils displaying bullying behaviour to change their attitudes and understand why it needs to change.
- 3.1.7 To liaise with parents/carers and other appropriate members of the Ark John Keats community.

3.1.8 To ensure all members of our community feel responsible for helping to reduce bullying

## 4 OBJECTIVES OF THE POLICY

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- 4.1.1 Evidence that our whole community has ownership of the academy Anti-Bullying Policy.
- 4.1.2 To maintain and develop effective listening systems for pupils and staff within Ark John Keats Academy.
- 4.1.3 To involve all staff in dealing with incidents of bullying effectively and promptly.
- 4.1.4 To equip all staff with the skills and information necessary to deal with incidents of bullying.
- 4.1.5 To involve the wider academy community (e.g. midday supervisors, part-time staff/volunteers) in dealing effectively with, and, if necessary, referring, bullying incidents.
- 4.1.6 To communicate with parents/carers and the wider academy community effectively on the subject of bullying.
- 4.1.7 To acknowledge the key role of every staff member in dealing with incidents of bullying.
- 4.1.8 To ensure all incidents of bullying are recorded and appropriate use is made of the information and, if appropriate, sharing it with relevant organisations.
- 4.1.9 To promote emotional health and wellbeing across the whole academy/setting and for all members of our community to exemplify this in all situations.

## 5 DEFINE BULLYING

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- 5.1.1 Bullying is defined as deliberately hurtful behaviour, repeated over a period of time, where it is difficult for those being bullied to defend themselves. Bullying can be, but is not limited to:
  - a **Emotional:** being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures).
  - b **Physical:** pushing, kicking, hitting, punching or any use of violence.
  - c **Racist:** racial taunts, graffiti, gestures.
  - d **Sexual:** unwanted physical contact or sexually abusive comments.
  - e **Homophobic:** because of, or focussing on the issue of sexuality.

- f **Verbal:** name-calling, sarcasm, spreading rumours, teasing.
- g **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 & video facilities.

**This list is non** – exhaustive, and there are other forms of bullying which won't be recognised here.

- 5.1.2 It is important to understand that bullying is not odd occasion falling out with friends, name calling, arguments or when the occasional 'joke' is played on someone. Pupils do sometimes fall out or say things because they are upset. When occasional problems of this kind arise it is not classed as bullying. It is an important part of a child's development to learn how to deal with friendship breakdowns, the odd name calling or childish prank. We all have to learn how to deal with these situations and develop social skills to repair relationships.
- 5.1.3 Pupils who are being bullied may show changes in behaviour, such as becoming shy and nervous, feigning illness, taking unusual absences or clinging to adults. There may be evidence of changes in work patterns, lacking concentration or truanting. These behaviours, however, do not in and of themselves mean that bullying is taking place. Likewise, bullying may occur without these behaviours appearing. Pupils must be encouraged to report bullying at Ark John Keats Academy. All staff must be alert to the signs of bullying and act promptly and firmly against it in accordance with this policy.

## 6 PRACTICE AND PROCEDURES

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### 6.1.1 Statutory duty of academies

The Principal has a legal duty under the School Standards and Framework Act 1998 to draw up procedures to prevent bullying among pupils and to bring these procedures to the attention of staff, parents/carers and pupils. Each Ark Academy will develop bespoke procedures for the reporting of, dealing with and prevention of bullying.

### 6.1.2 What we do to prevent bullying

Everyone involved in the life of the academy must take responsibility for promoting a common anti-bullying approach. We aim to:

- a Be supportive of each other.
- b Provide positive role models.
- c Convey a clear understanding that we disapprove of unacceptable behaviour.
- d Be clear that we all follow the rules and shared values of Ark John Keats Academy.
- e Be fully involved in the development of the Anti-Bullying Policy and support anti-bullying practice.
- f Report bullying when it is seen or suspected.
- g Engaging in the academy values and character programme.
- h Support each other in the implementation of this policy.
- g Have a zero-tolerance and no excuses approach to all instances of bullying

6.1.3 All members of the academy community are expected to report incidents of bullying. **All Staff** have a vital role to play as they are at the forefront of behaviour management and supporting pupils' sense of well-being. They have the closest knowledge of the pupils in their care, and should build up a relationship involving mutual support, trust and respect.

6.1.4 All Ark John Keats Academy staff will:

- a Provide pupils with a framework of behaviour including rules and routines which support the whole academy policy.
- b Conduct themselves in a respectful and caring manner at all times with pupils and colleagues so a positive atmosphere is always palpable.
- c Raise awareness of bullying through activities, stories, role-play, discussion, peer support, academy council, PSHE etc.
- d Keep the governing body informed through the Principal/Head of Primary School/senior staff member,
- e All bullying incidents will be recorded on a central log, an incident form will be completed and parents will be invited to sign it.
- f Provide a key staff member who is responsible for the monitoring of the policy.

## 7 IMPLEMENTATION

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Ark John Keats Academy procedures when dealing with incidents:

- a If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who has been approached.



- b If it is likely that bullying may be occurring or has occurred, a clear account of the incident will be recorded and given to the Principal, Vice Principal, Head of Year or Head of Primary School
- c The Principal, Vice Principal, Head of Year or Head of Primary School will interview all concerned and will record the incident.
- d The class teacher/form tutor will be kept informed, where appropriate and if it persists he/she will advise the appropriate subject teachers/ support staff
- e All bullying incidents will be recorded and categorised on a central log, and separate incident logs will be created.
- f Parents/carers will be kept informed
- g Punitive measures will be used as appropriate and in consultation with all parties concerned.

## 7.2 Pupils

### 7.2.1 Pupils who have been bullied will be supported by teachers:

- a Offering an to discuss the experience with a member of staff of their choice, when appropriate.
- b Reassuring the student.
- c Offering continuous support.
- d Restoring self-esteem and confidence.

### 7.2.2 Pupils who have bullied will be helped by:

- a Discussing what happened.
- b Facing a consequence for their actions, supporting them to learn from their behaviour
- c Discovering why the student guilty of bullying became involved.
- d Establishing the wrongdoing and need to change, as well as suggesting strategies to assist change..

### 7.2.3 The following disciplinary steps can be taken:

- a Explanation of why the inappropriate behaviour is unacceptable.
- b Reparation of damaged relationships.
- c Time away from an activity.
- d Meeting with staff, parent and child.
- e Missing another activity.
- f Time out from the classroom.
- g Pastoral support plan.
- h Official warnings to cease offending.
- i Detention.
- j Exclusion from certain areas of the academy premises.

- k Minor fixed-term exclusion.
- l Major fixed-term exclusion.
- m Permanent exclusion.

7.2.4 Within the curriculum Ark John Keats Academy will raise the awareness of the nature of bullying through inclusion in Character/PSHE, registration time, assemblies and subject areas, as appropriate, in an attempt to eradicate such behaviour.

### 7.3 Support

At Ark John Keats Academy we will support this policy in the following ways:

- a Continuing to address staff training needs by organising regular training to tackle all forms of bullying, through behaviour management training, homophobia and e-safety training.
- b Providing information and support for pupils, by making age-appropriate information about services and support available to all pupils. We can refer pupils to services including Child Line for additional support.
- c Incorporating and addressing bullying in curriculum planning, by trying to include teaching about homophobia as well as other forms of discrimination, prejudice and stereotyping in an age-appropriate way and in accordance with curriculum subject frameworks and guidance so that pupils understand and appreciate diversity. This is done formally in lesson times.

## 8 EQUALITY IMPACT STATEMENT

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We will do all we can to ensure that this policy does not discriminate, directly or indirectly. We shall do this through regular monitoring and evaluation of our policies. On review we shall assess and consult relevant stakeholders on the likely impact of our policies on the promotion of all aspects of equality, as laid down in the Equality Act (2010). This will include, but not necessarily be limited to: race; gender; sexual orientation; disability; ethnicity; religion; cultural beliefs and pregnancy/maternity. We will use an appropriate Equality Impact Assessment to monitor the impact of all our policies and the policy may be amended as a result of this assessment.