



# **Richard Lander School**

## **Anti-Bullying and Harassment Policy**

Policy Effective From: March 2023

Responsibility: Assistant Head/Deputy Head/Head/Governing Body

Reviewed and monitored by: Assistant Head/Deputy Head/Head/Governing Body

Review Date: September 2024

### **Introduction**

Bullying is defined as 'The repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal or psychological. It can happen face-to-face or online'.

Our aim is to provide an environment free of the above.

This policy is to be used in conjunction with the Behaviour Policy, Race & Diversity Policy, and the Single Equality Scheme.

At Richard Lander School, everyone has the right to work in a happy environment without need to fear or have to cope with bullying. If an incident is reported, it will be dealt with fairly, promptly and fully.

### **Aims**

To ensure that students, parents and staff:

- Understand that bullying, in all its forms, is unacceptable at Richard Lander School
- Understand what is meant by bullying, including; homophobic, racist, other discriminatory bullying, cyber bullying, sexual bullying, coercion, intimidation, isolation and rumour spreading.
- Understand how to report an incident of bullying and how the matter will be dealt with
- Feel comfortable sharing issues connected with bullying. In this respect, we are a 'telling school'.

### **Guidelines and Principles**

- Tutors should develop a positive and supportive relationship with their tutees so that if bullying is experienced, students will feel comfortable sharing this with them, knowing the matter will be dealt with.
- The issue of bullying will be addressed formally through: tutor activity, Personal Development lessons, other curriculum areas (where relevant to their programmes of study) and also through the assembly programme and Moodle.

- Bullying will also be addressed through formal channels such as the School Council, our student led 'Hear4U' support group as well as student and parent conferencing.

### **Systems and Processes**

- There may be a staged approach to issues of bullying and staff should recognise when the issue should be elevated to the next level. This includes action / support from:
  - Tutor or teacher
  - Referral to the Student Support team for investigation or further support, and communication home
  - SLT (including the Designated Senior Person)
  - At times it will be appropriate to involve outside agency support or the Police Community Liaison Officer.

Staff who record bullying incidents should do so by:

- If the bullying incident has been reported to them they should notify the student support team, preferably by e-mail but this can be in person or by phone if felt more appropriate. The incident will then be followed up by the Student Support Team.
- For incidents that have been reported by staff, fill in the 'comment' box with details of the incident. (In normal circumstances, the comment box will allow sufficient space to detail the incident. If not, this should be supported by separate e-mail)
- If staff witness an incident and are unsure as to whether or it constitutes bullying, they are advised to use the 'child on child issue' log on SIMS, in which they should detail the type of incident witnessed, identifying the perpetrator and victim. Staff are encouraged to record what action they have taken. The Pastoral Manager in charge of the relevant year group will then follow this up as appropriate.
- If the issue is more serious or requires more of a detailed explanation due to the complexity of the circumstance, staff should make direct representation, either in person or by phone call, to the Student Support team, who will deal with the issue further.

Incidents of bullying:

- Will also result in appropriate sanction whose aim will be to: (a) restore a sense of justice (b) help the perpetrator understand why his / her actions were wrong (c) ensure both the victim (and others) recognise that the school deals with such matters fairly and appropriately.
- Incidents of bullying should result in contact with parents – victim and perpetrator
- Incidents of bullying must be recorded and placed on file - victim or perpetrator – at times both. (Staff should be aware that incident reports may be viewed at a further stage by parents.)

- Incidents of bullying will be recorded on SIMS and analysed each term by the Assistant Headteacher responsible for managing this, and the SLT. This will also be analysed with the Chair of Governors on a termly basis. This will include analysis by:
  - Year Group
  - Gender
  - Within curriculum areas
  - Types of bullying
  - Specific groups identified in the School's Equality Scheme
- An overall summary analysis will be reported to the Full Governing Body annually.