



# Mulberry UTC Anti-bullying Policy

Approval Body:	Mulberry UTC LGB
Approval Date:	March 2022
Implementation Date:	March 2022
Review Date:	March 2023
Policy Version:	3

## Version Control

Version	Change
2	Replace Director of Progress with Head of House

# Anti-bullying Policy

## 1. Introduction

This Anti-Bullying Policy aims to raise awareness of bullying and the need for the whole school community to work together on dealing with incidents of bullying.

It is designed to help and protect every member of the school community, so that everyone can live and work together in a secure and supportive environment.

Its aims are:

1. To prevent bullying
2. To ensure that everyone is aware of his/her rights and responsibilities with regard to bullying at Mulberry UTC
3. To raise awareness of bullying through all aspects of the curriculum.
4. To set out effective measures for dealing with bullying.

Mulberry UTC is committed to the view that everyone is of equal value, whatever their race, gender, class, disability, learning need, lifestyle, age, sexual orientation or religion.

The UTC is aware that bullying and harassment is the abuse of a person's rights and is an offence in law.

## 2. Definition

Mulberry UTC defines bullying as:

- A lack of respect for others, their feelings and belongings.
- The use of aggression with the intention of hurting another person.
- Any action, either verbal or physical, that makes someone feel unhappy or frightened.

**Bullying can take many different forms, but all of them are wrong. Bullying is not acceptable in any form.**

Bullying is deliberately hurtful behaviour that is often repeated over a period of time, making it difficult for the person concerned to defend him or herself. It may be racist, homophobic or gender-based. A group or an individual may carry it out. It may involve hitting, kicking, name-calling, threats, ridicule, demanding money or objects, or less obvious forms such as excluding someone from a group on purpose, spreading rumours, or

using body language such as eye rolling to make someone feel hurt or frightened. It may also involve the use of technology such as cyber-bullying.

The person or people doing the bullying may be the same age or older or younger than the bullied person. People accused of bullying may need just as much help as those being bullied. Their behaviour may be connected to personal or social problems; they may be manipulated by others; individuals may be playing a small part in group bullying and not understand the collective harm being done to those being bullied.

A person who is being bullied will often feel helpless and unable to stop it happening. Bullying, even that which seems minor to an observer, can have serious and lasting consequences for the bullied individual. All bullying should therefore be treated seriously. The response however should not always be the same. We recognise that punishment is not the only way of stopping the problem and is sometimes ineffective or inappropriate in dealing with bullying.

It is vital, therefore, that all the members of our school community, that is, students, parents/carers, staff, governors and all others, work together to support our Anti-Bullying Policy.

Talking about bullying, and bringing it out into the open, is the key to dealing with the problem.

This means that anyone who encourages an individual to speak out must be prepared to tackle any problems they find, or at least pass on the problem quickly to someone within the school community whom they feel would be able to deal with it.

### **3. Anti-bullying code**

**At Mulberry UTC we will not tolerate any kind of bullying. Under Child Protection guidelines, bullying must be dealt with consistently by all staff.**

#### **OUR ANTI-BULLYING CODE IS FOR EVERYONE:**

- Everyone has the right to enjoy teaching and learning and to work without fear, free from intimidation.
- Everyone has the right to be treated with respect.
- Everyone has the right to teach and learn in an environment where everyone feels comfortable and safe.
- Everyone, whether they are bullied individuals, friends or onlookers, has a responsibility to report a bullying incident to an adult.
- Everyone should be able to report bullying without fear.
- Everyone should know that all bullying concerns will be dealt with promptly, sensitively and effectively.

#### **4. Cyber-bullying**

The rapid development of, and widespread access to, technology has provided a new medium for 'virtual' bullying, which can occur inside or outside of school. Cyber bullying is bullying which takes place using electronic technology including mobile phones, email and websites. Cyber-bullying can be carried out by a group or an individual.

It could include, though is not limited to:

- Bullying by texts or messages or calls on mobile phones
- Bullying by email or hijacking/cloning email accounts
- Using mobile phone cameras to cause distress, fear or humiliation
- Sending unpleasant or hurtful photographs by mobile phone, emails, social networking or posting them on websites
- Posting threatening, abusive, cruel or humiliating material on blogs, personal websites, social networking sites
- Posting threatening, abusive, cruel or humiliating remarks on on-line message boards or in chat rooms including rooms, e.g. Snapchat, Facebook, Youtube, Ratemyteacher, Instagram, Snapchat, Whatsapp and any other sites used for communication
- Deleting someone's name from, or ignoring their messages, on social networking sites.

We reserve the right to search a student's phone, social media pages or email account if we have any grounds for concern.

Mulberry UTC educates its students both in the proper use of telecommunications and about the serious consequences of cyber-bullying. Through PSHE, Digital Learning lessons, assemblies and other curriculum areas, staff will continue to inform and educate their students about how to keep themselves and others safe in this rapidly changing environment.

Please refer to Appendix 1 for further information on Cyber-bullying.

#### **5. Procedures for reporting bullying**

Anyone who is frightened of a bully or feels that they are being bullied must try to talk to someone.

Anyone who knows that bullying is happening has a duty to report it.

People to tell could include:

- Any adult
- A personal friend
- A form tutor
- A Head of House
- A learning mentor or academic mentor
- A prefect
- A peer mentor
- A member of the School Council or Year Council
- Home-School Liaison Officer
- Attendance and Welfare Adviser

- Health Adviser
- School Counsellor/Art Therapist
- School Police Officer
- An Anti- Bullying Ambassador

The person who has been told about the bullying must pass on the reported incident **immediately** to the relevant Head of House or another senior member of staff.

Where bullying outside of school is reported to school staff it will be investigated and acted upon.

Parents and carers should contact the relevant Head of House if they are concerned about bullying. They should contact the Principal's PA if they have a complaint about bullying.

Please see Appendix 2 for more information on how to access help regarding incidents of bullying.

Staff are advised to refer to the 'Staff Code of Conduct' if they have any concerns regarding staff behaviour towards colleagues. Any breach of the staff code can be reported through the line management structure or directly to SLT.

The Designated Safeguarding Lead has responsibility for oversight of the Anti-Bullying Policy and practice in Mulberry UTC and should be notified of all incidents of bullying. A secure, confidential written record will be kept of any incidents which are reported to the DSL.

## **6. Guidelines for dealing with incidents**

It is important to recognise that these are guidelines only. Each case must be treated individually. Some cases may require a greater involvement of parents/carers or a face-to-face meeting with the bully/bullied. The Head of House or, in their absence, a senior member of staff will decide how best to deal with an incident of bullying.

### **6.1 First Incident (the first time the bullying has been reported):**

#### **Supporting the bullied individual(s) – the Head of House or other member of staff should:**

- Establish the facts – meet privately with the bullied individual(s), listen to the problem and complete an incident form. The bullied individual(s) should also write down the details of the problem. This is kept as a written record of the bullying incident.
- Reassure the bullied individual(s), that the matter will be dealt with promptly and sensitively.
- If appropriate, refer the bullied individual(s) for support to:
  - a school counsellor
  - a learning mentor
  - the school police officer
  - an outside organisation
- Explain which procedures will follow in dealing with the bully.

- Keep the bullied individual(s) informed at all times of any action being taken.
- Inform the form tutor so that he/she can help to monitor the situation. (Give a copy of the report if appropriate)
- Discuss with the bullied individual(s) whether or not it is appropriate to inform parents/carers. (A bullied individual(s) right to privacy is respected, but there may be cases where parents/carers **should** or **must** be informed.)
- Monitor the situation by checking with the bullied individual(s), at an agreed time e.g. after the bully has been dealt with; after one week; after three weeks.
- Maintain an 'open door policy' i.e. the bullied individual(s) should feel able to return to report the bullying again if it continues.

### **Dealing with the bully:**

- Establish the facts – the Head of House (or duty staff/senior line manager) should meet privately with the alleged bully and explain the allegation. The Head of House will listen to the problem from the alleged bully's point of view.
- The alleged bully should be encouraged to write down the details of the problem. This is kept as a written record of the bullying incident.
- The Head of House (or duty staff/senior line manager) should explain and talk through the school policy and antibullying code of conduct with reference to the allegation.
- The Head of House (or duty staff/senior line manager) should establish that the behaviour took place.
- Appropriate sanctions should be discussed.
- If appropriate, the Head of House should refer the bully to:
  - Learning Mentor (possible no-blame resolution) - School Police Officer
  - External Agencies
- The Head of House should discuss whether or not it is appropriate for parents/carers to be informed. (In most cases parents/carers **should** be informed.)
- The Head of House will agree a method of monitoring the situation with the bully e.g. another meeting in one week; three weeks; one month.
- Inform the form tutor so that he/she can help with the monitoring. (give a copy of the report if appropriate)
- If possible, the bullied individual(s)/bully will be reconciled through a mediation process with an appropriate staff member.

### **Sanctions could include:**

- Extra written work, based on the responsibilities of being a good citizen
- Being placed on School Report
- Completing a piece of community work for the school
- Agreeing to and signing a Behaviour Contract
- Suspension from certain Out-of-Hours activities
- Exclusion from 'fun' outings and class rewards

- School Police Officer informed
- A severe incident could result in either internal exclusion or fixed term exclusion (Principal's decision)

## **6.2 Second Incident**

It is expected that if there is a second incident (the second time the bullying is reported) or further incidents, then the sanctions will become progressively more severe.

- If a second incident is reported (the same bully or other students) the parents/carers of bully are required to attend a meeting with the Head of House.
- The parents/carers of the bullied individual(s) should be informed.
- An Anti-Bullying Incident Form should be completed by the Head of House and copied to the Director of Inclusion and filed.
- Head of House meets with the bully to establish the facts of the incident.
- Sanctions are applied as appropriate.
- A referral to the SIPS Highlighting Panel may be made.
- The bully is guided as appropriate through referral to appropriate support.
- The situation is managed closely by the Head of House and Designated Safeguarding Lead.
- A fixed term exclusion is a possibility.
- The bullied individual(s) is supported as before.

## **6.3 Third Incident**

- A second Anti-Bullying Incident Form is completed by the Head of House
- The parents/carers are required to come into school and meet with the Head of House and a Senior Teacher.
- Fixed term exclusion is likely.
- On return to school the bully is monitored closely.
- The bullied individual(s) is supported as before.

### **Further Incidents**

- Third Incident Form completed by Head of House
- The parents/carers are invited into school again.
- The Principal decides on action to be taken for the future education of the bully.

**Serious or prolonged incidents of bullying could lead to a permanent exclusion from Mulberry UTC.**

It is a requirement of the school to report racist incidents to the Local Authority and the Governing Body.

## 7. Monitoring and Review

The purpose of this is:

- 1 To enable the school to follow up and record progress. It will help to identify patterns of bullying behaviour.
- 2 To identify whether or not the Anti-Bullying Policy is effective.
- 3 To report to all stakeholders on the impact of the policy.

Monitoring of the bullying incidents will be carried out at least once every term by the Head of House. The records will be analysed to look for possible patterns to inform practice.

The Anti-Bullying Policy and Procedures will be monitored and reviewed at an individual, year team and whole school level at least once each academic year by the Designated Safeguarding Lead, through consultation with staff, students and parents/carers.

Monitoring could include:

- Consultation with the School Council
- Consultation with prefects
- Senior Leadership Team review of policies
- Consultation with staff
- Checking that the Anti-Bullying Code is displayed prominently
- Evaluation of Peer Mentor Service
- Curriculum review.

All of this information will be passed to the Director of Inclusion on a regular basis.

## 8. Communication and maintenance

- School assemblies can provide ways of promoting the policy. Themes such as friendship, conflict, power and trust can be used as a basis.
- Students will be issued with an Anti-Bullying Policy pamphlet. Students will have Anti-Bullying information in their school planners.
- PSHEE lessons include lessons on aspects of bullying and strategies for dealing with it.
- An Anti-Bullying display board will promote the Anti-bullying policy, with effective artwork on what to do, who to contact, etc.
- Helpline numbers and website addresses (e.g. Childline) for out-of-hours contact will be displayed centrally.
  
- Students will be given the opportunity in the classroom to discuss and understand racism, sexism and other forms of prejudice.
- The issues can also be taught through both the overt and the hidden curriculum of the school.

- Students views will be sought regularly using a school anti-bullying survey and discussion and feedback in the School Council meetings and with Anti-Bullying Ambassadors.
- Anti-Bullying Week will be held annually to promote the key aims of the Anti-Bullying Policy.

## **Appendix 1**

### **CYBER-BULLYING**

From: [http://www.bbc.co.uk/schools/parents/cyber\\_bullying/](http://www.bbc.co.uk/schools/parents/cyber_bullying/)

#### **Is my child likely to be a victim of cyber-bullying?**

Research suggests that cyber bullying is common among teenagers - at least one in five has been a victim of it. The practice is becoming more widespread.

A major difference between cyber bullying and other types of bullying is that the cyber bully can follow your child into the house, even into his or her bedroom. Another disturbing aspect of cyber-bullying is that the bullied individual often feels there's nowhere to hide.

What should I do if my child is being cyber-bullied?

- If you suspect your child is being cyber bullied, don't ignore it. Consider the following approaches:
- Make sure your child is aware of cyber-bullying.
- Be aware of your child's internet activity.
- Try to understand the technology and communication networks your child uses.
- Ask your child to show you any nasty messages he or she receives.
- Tell your child never to respond to an abusive text message - what the cyber bully most wants is a reply.
- Talk to staff at your child's school if other students at the school are involved.

Schools are very aware of cyber-bullying and it's likely to be included in their anti-bullying policy.

#### **Could my child be a cyber -bully?**

No one wants to think of their child bullying other children. But cyber bullying is different from other forms of bullying - tactics can often be hidden and more subtle - so it's sometimes difficult to detect.

Cyber-bullies don't need to be bigger or more aggressive or even in the same place as the child they're bullying. But like all bullies, they often rely on the support of bystanders - other children who observe what they're doing and don't challenge them.

Ask your child if they've ever done anything online to hurt or upset anyone. It's important to emphasise to your child that being cruel to other children and taking part in an activity that could hurt them is wrong.

Cyber-bullying also gives children the opportunity to bully adults. Teachers are sometimes the victims of internet messaging that undermines or ridicules them. Make sure your child is aware that these activities are unacceptable and that schools will deal harshly with the students involved.

Further information on cyber-bullying is available on the following websites:

- [www.cybermentors.org.uk](http://www.cybermentors.org.uk)
- [yp.direct.gov.uk/cyberbullying](http://yp.direct.gov.uk/cyberbullying)

**Plases refer to the e-safety policy for more information concerning online safety.**

## Appendix 2

### INFORMATION AND SUPPORT FOR YOUNG PEOPLE AND PARENTS/CARERS

1. <http://www.towerhamlets.gov.uk/idoc.ashx?docid=13ddde97-f2f2-41b8-a201-1aed40bc2998&version=-1>

Tower Hamlet Anti-Bullying Helpline Support and Advice  
Monday-Friday 3.30pm-6.00pm 0800 1216 753

A confidential local service for children, young people, parents and carers.

2. <http://www.childline.org.uk>

24 hour helpline for children and young people with concerns about bullying 0800 11 11

Online support for children and young people with concerns about bullying

Website with information about bullying including a new short video to build the confidence of children who have been bullied

3. <http://www.familylives.org.uk/>

24 hour helpline for parents and carers who have concerns about bullying 0808 800 2222. They also have an email facility.

4. <http://www.childnet.com>

Website with information and advice for parents and carers on how to keep your child safe online including how to make a report online

**Appendix 3**

<b>BULLYING INCIDENT REPORT FORM</b>	
Name of pupil making report	
Form	
Date	
Details of Incident	
Who was involved	
What happened (continue on a separate sheet if necessary)	
Date and time of the incident	
Where it happened	
Who witnessed it?	
It is the 1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> /4 <sup>th</sup> incident?	
Who was the incident initially reported to?	
Action taken	
Signed by:	
Pupil	

Member of staff	
Further notes/actions:	

Copy to Head of House / DSL / Tutor / SENCO