



Anti- Bullying Policy

DOCUMENT STATUS

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This policy should be read in conjunction with the following policies:

Equality and Diversity Guidance
Relationships for Learning Policy
Attendance Policy
SEND Policy
Complaints Procedures Policy
Child Protection Policy

Rationale

Holly Lodge Girls' College acknowledges that all members of our school community have the right to feel safe and secure in school, free from any threat of bullying or harassment. Students and staff should feel safe when reporting incidents of bullying without fear of reprisals. At Holly Lodge Girls' College we aim to prevent bullying by operating an anti-bullying policy proactively, fairly and consistently.

Definition of Bullying

Bullying is any repeated action which is deliberate and has the intention of being hurtful thereby causing someone to feel frightened, intimidated, unhappy, undermined or isolated at school.

At Holly Lodge Girls' College we divide bullying into the following areas:

- A. Physical – Any repeated and deliberate physical action which is used in a way to physically harm another person or which makes another person feel threatened or intimidated. Examples of such behaviour may include an assault, pushing, shoving, elbowing, tripping, slapping, kicking, hair pulling, unacceptable touching (including that of a sexual nature), throwing objects, preventing passage or movement into an area, and pinching.
- B. Verbal – Any repeated and deliberate comments which are hurtful or used to intimidate someone. This may include spreading unpleasant or malicious rumours, comments or words which are racist, sexist, homophobic or transphobic, words or comments which are sexual in nature with the purpose of causing hurt, offence or embarrassment, comments about physical disabilities, size, appearance, odour, clothing, academic or other abilities, home life, social circumstances and financial circumstances.
- C. Written – Any repeated written words or comments which are intended to be hurtful or intimidate. These may include insults contained in note passing, threatening letters, graffiti and defacing any property belonging to another individual.
- D. Interference with another individual – Any repeated or deliberate activity intended to hurt or intimidate another individual. This may include theft, extortion, vandalism, defacing property, taking a photo of someone without their permission, blackmail and ruling games.

- E. Psychological, non-verbal pressure – Any repeated and deliberate action which is intended to intimidate or be hurtful to an individual. This may include social exclusion, looks and glares, lying, slander, passing on or starting rumours, name calling and pressurising friendship groups.
- F. Cyber Bullying – Using social networking sites, including text messaging services, to repeatedly and deliberately hurt or intimidate someone. This may include all the examples given in sections C and D.
- G. Incitement of others to become involved in bullying.
- H. Being complicit, but not actively involved, in bullying.

The examples of bullying behaviour given above do not form part of an exhaustive list and we acknowledge that other types of bullying behaviour may have been overlooked.

Implementation

School

1. Holly Lodge Girls' College will treat all reported incidents of bullying seriously and promptly.
2. When an incident of bullying is reported the victim will be listened to and a record of the incident will be documented. This will include an interview with the victim, witnesses and the individual accused of bullying.
3. The Assistant Headteacher [Pastoral and Behaviour] will lead on investigations into bullying, ensuring a fair and consistent approach across the school. They will collate the information and outcomes will be discussed and decided by the Headteacher/ Deputy Headteacher.
4. The school Designated Safeguarding Lead will hold a central record of bullying incidents that are racist or homophobic, and this information will be reported regularly to Governors
5. Parents / guardians will be notified and kept informed of developments by the Pastoral Year Leader whilst the school carries out its investigations
6. The course of action taken will depend on the individual circumstances of the incident. We recognise that the future of the student(s) involved could be affected by the action taken. Possible sanctions could range from an internal period of isolation to a fixed term exclusion involving extremely serious incidents.
7. Records of reported incidents of bullying will be kept by the Year Leaders and a brief factual summary of the incident and the action taken will be placed in the file of the victim and the perpetrator(s). These files will be held in accordance with school policy.
8. Where incidents of bullying have been proven, these will be logged and reported in accordance with the Designated Safeguarding Lead LA guidelines [see point 3] .
9. Support will be provided to both the victim and the perpetrator(s). Support may include:

Referral to the school's mentoring team, participation in the restorative justice process, mediation, alerting staff and close monitoring in lessons.

10. Year Leaders will continue to monitor the progress and behaviour of the victim and perpetrator(s) for a period of time.
10. The Sharp System (School Help Advice Reporting Page System) can be accessed at <http://hollylodge.thesharpsystem.com/>. Messages left here are monitored each day by our Safer Schools Officer and the Assistant Headteacher [Pastoral and Behaviour] and immediate action is taken where appropriate.
11. Any complaints about the school's handling of an incident of bullying should, in the first instance, be made to Ms M Murphy, Designated Safeguarding Lead. Thereafter, the School's policy on complaints procedures will be followed.
12. Incidents of bullying which occur outside school should be reported to the police. In such circumstances, parents / guardians should notify the school so that we are able to monitor the situation.
13. As a School we will prevent bullying by developing the community's awareness of bullying issues. This will be done through PSHE, staff meetings, information to parents/guardians and students at the start of each academic year, induction of new staff, assemblies, Form Time, anti-bullying materials, completion of the student surveys on how safe they feel in school, the Sharp system, displays in school, work with mentors, duties carried out by staff at break and lunch times.
14. Staff should be vigilant all times and ensure that incidents of bullying behaviour are reported promptly to the relevant Year leader.

Parents

1. Having read the definition of bullying at the start of this policy, if you feel your daughter is a victim of bullying in school, you should report this to your daughter's Year Leader without delay.
2. You should give as much detailed information as possible, including the names of the students you believe to be involved, as well as any witnesses. This will help the school to act promptly.
3. You should expect your daughter's Year Leader to keep you informed throughout the process whilst information is being collected and the appropriate interviews are carried out.
4. If you feel you are unable to speak directly with your daughter's Year Leader, you may contact school using the Sharp System which allows you to leave confidential information and is monitored on a daily basis. The address is <http://hollylodge.thesharpsystem.com/>.
5. Once the school has completed its investigations and if bullying has been proven, the school will take appropriate action based on the individual circumstances of the incident. Possible sanctions could range from an internal period of isolation to a fixed term exclusion involving extremely serious incidents.

6. Once the school has completed its investigations and bullying has been proven, your daughter will be asked if she would like to participate in our Restorative Justice process. This allows her to tell the perpetrator(s) how the bullying has affected her life and what she now expects the perpetrator(s) to do in order to make amends.
7. Where a victim is unable to deal with the face to face process outlined above but wishes to confront the perpetrator(s), communication can be in written form and will be via a school appointed mediator, usually the investigating officer .
8. Support will be provided to both the victim and the perpetrator(s). Support may include:
Referral to the school's mentoring team, participation in the restorative justice process, mediation, alerting staff and close monitoring in lessons.
9. Incidents of bullying which occur outside school should be reported to the police. In such circumstances, you should notify the school so that we are able to monitor the situation.
10. Any complaints about the school's handling of incidents of bullying should in the first instance be made to Ms M Murphy, Designated Safeguarding Lead. Thereafter, the School's policy on complaints procedures will be followed.

Students

1. Having read the definition of bullying at the start of this policy, if you feel you are a victim of bullying, you should speak to a member of staff without delay. If you feel unable to do this, you can ask a friend to do this on your behalf.
2. If you feel unable to talk to anyone about your situation, you can leave a message on the Sharp System at <http://hollylodge.thesharpsystem.com/>. All messages are read on a daily basis so you can feel confident in the knowledge that someone will contact you to discuss your problem.
3. Once school is aware of your problem, you will be dealt with quickly and sensitively. If you have not already done so, your parents/guardians will be informed.
4. You will be interviewed by your Year Leader who will want as much information as possible about the bullying you have suffered. It is important that you are as precise and clear as possible. You should provide information about the perpetrator(s), the name of anyone who has witnessed the bullying, when the bullying started and if you can, the times and places the bullying has occurred.
5. Your Year Leader will want to interview the student(s) you have named as the perpetrator(s) and any witnesses. As this process will take some time and you may still have to deal with seeing the perpetrator(s) around school, it is important that you follow the instructions given to you by your Year Leader. Your teachers will be aware that you are vulnerable and will be vigilant.
6. If you are the student accused of bullying, it is important that you do not enter into any form of communication with the victim. This includes ensuring your friends do not involve themselves in the process. If you choose to

ignore this advice, the consequences will be serious for you and anyone else involved even if you are later found to be innocent.

7. Once the school has completed its fact-finding process and has found bullying to have occurred, swift sanctions will follow. The sanctions taken may range from a period of internal isolation to a fixed term exclusion but the decision made will be based on the individual circumstances of the incident.
8. If you are the student who is found to be bullying another student, it is important that you understand that the decision we make about an appropriate sanction can have serious repercussions for your future. It is therefore in your own interests to cooperate fully and be honest at all times.
9. If you are the victim of bullying, you will be asked if you would like to participate in our Restorative Justice process. This allows you to tell the perpetrator(s) of your bullying how their bullying has affected your life and how you expect them to behave from this point onwards.
If you are unable to deal with the face to face process outlined above but you still wish to confront the perpetrator(s), all communication will be in written form.
10. If you are the victim of bullying your progress and behaviour will continue to be monitored for a period of time. However, you may feel you need additional support in school. This may include a change of form or band, or access to the mentors on a regular basis. You can discuss further support with your Year Leader and your parents /guardians.
11. If you are the person who has bullied another student, you will be expected to attend a session with the mentors to explore why you have behaved in this way. Your progress and behaviour will be monitored by your Year Leader for a period of time.
12. If you know a student is being bullied, it is your duty to inform a member of staff. Alternatively, you can use the Sharp System at <http://hollylodge.thesharpsystem.com/> where you can leave an anonymous message if you feel unable to give your name. Remember, this is a confidential site whose content can only be viewed by the Safer Schools Officer and Ms Murphy.
13. If you encourage others to engage in bullying behaviour or you participate in a bullying activity at the request of a friend, you will be punished in accordance with the school's behaviour policy and appropriate sanctions will be taken.
14. In all reported and proven incidents of bullying, notes will be kept in the files of all those involved.
15. Every year you will complete a survey which gives you the opportunity to tell us how safe you feel in school and what we can do in order to make things better for the school community.

EXPECT TO ACHIEVE