



EMMANUEL COLLEGE

Anti-bullying Policy

The aim of the anti-bullying policy is to ensure that the whole College community is able to learn and work in a supportive, caring and safe environment without fear of harassment and where everyone has the right to be treated with respect. Bullying is a form of anti-social behaviour (which is defined below) that is not tolerated at Emmanuel College. Bullying can take place within student groups, between students and staff and between staff. When bullying occurs the College aims for it to be dealt with promptly and effectively. Emmanuel College is an institution that encourages openness and honesty; anyone who suspects bullying has occurred is expected to share this concern.

Objectives of this policy:

All members of the Emmanuel College community, should have an understanding of:

- The identification of bullying
- The College procedures for bullying
- Statutory duties and appeals about bullying

The identification of bullying:

Bullying is deliberately malicious or hurtful behaviour from one individual towards another individual. It is often behaviour that is prolonged over an extended period of time, and behaviour that involves a real or perceived power imbalance.

The College categorises all bullying incidents using the following categories. An act of bullying, or bullying over a period of time, could be classified across multiple categories:

1. *Cyberbullying*: An incident involving the use of technology. It may take the form of intimidation; harassment; defamation; exclusion; impersonation; or involve the unauthorised publication or manipulation of private information or images.
2. *Verbal/emotional*: An incident where words are deliberately used to threaten/frighten/insult another. It can also involve gossip or spreading unkind rumours or revealing confidences. Emotional bullying involves non-verbal actions, such as deliberate exclusion from a group.
3. *Physical*: Any form of physical aggression, assault or theft. It also includes the extortion of money/possessions under threat of violence. It also includes the deliberate destruction/spoiling of another individual's possessions.
4. *Racial/discriminatory*: An incident, which involves deliberately hurtful behaviour linked to a victim's religion or ethnicity. Discriminatory bullying is a wider definition that includes any bullying as a result of gender, ethnicity, sexual identity or orientation, or physical characteristics, such as a disability.
5. *Sexual*: Any incident with a sexual dimension. This can range from inappropriate comments to sexual assault.
6. *A significant single incident*: bullying of a particularly threatening, hurtful or malicious nature whereby the impact on a student, member of staff or their family could lead to a permanent exclusion.

The *Student Code of Conduct* lays out very clearly expectations of how students should behave towards one another. If students adhere to the Code of Conduct, then they will not be involved in bullying.

There are various signs and symptoms that could alert a parent or member of staff to bullying and these include:

- Being frightened of walking to or from College;
- Not wishing to go on the school/public bus;
- Arriving at College very early and/or a fear of leaving College on time;
- A reluctance to leave the classroom at break or lunch time;
- An unwillingness to go to the College – School phobia or truancy;
- Becoming withdrawn, anxious, or lacking in confidence;
- Attempts or threatens suicide or runs away;
- Begins to do poorly in school work;
- Comes home with clothes torn or books damaged;
- Has possessions or dinner monies that go ‘missing’;
- Has unexplained cuts or bruises;
- Is bullying other children or siblings.

Any of these signs and behaviours could indicate a range of other sensitive issues. It is important to remember that an incident or concern should always be reported regardless how trivial it may appear.

Reporting bullying

If a parent suspects bullying at any time, then they are contact College and speak to a relevant member of staff.

Contacting College could involve:

1. Phoning College and speaking to the relevant member of staff;
 2. Phoning College and leaving a voicemail if the member of staff is not available;
 3. Phoning/ writing to College and requesting a meeting with a member of staff
 4. Contacting College via the enquiries email (enquiries@emmanuelctc.org.uk);
 5. Writing a letter to College.
- If it is an incident involving tutor time, then a parent should contact their child’s tutor;
 - If it is an incident involving a certain subject/ lesson, then a parent should contact the respective Head of Department;
 - If it is a more general bullying concern or another related query about bullying, then a parent should contact a member of the Pastoral Team or the relevant Head of School. There is always at least one Pastoral Lead and Student Welfare Officer on duty;
 - If it is an incident with a safeguarding concern, a parent should contact a member of the safeguarding team; if it is an allegation of a safeguarding nature involving a member of staff, then a parent should immediately contact the Principal.

Students are encouraged in tutor time and in assemblies to inform staff of any suspected bullying. Students can talk to their tutor, or speak to a member of the Pastoral Team via the Pastoral Office. Students are also encouraged to speak directly to their Head of School should they have any concerns. ***Any student who does not honestly report instances of bullying when directly asked by a member of staff will be sanctioned. Students should understand that this kind of behaviour helps to perpetuate bullying.***

The College procedures for bullying

Where bullying is reported or suspected then:

- A minor incident between students is dealt with by the teacher and form tutor. The member of staff who dealt with the incident must forward the details to a Pastoral Lead or Student Welfare Office who will record it as a Secure Note on School Base and may take further action if necessary. When it is recorded, a clear account of the incident should be written down along with any action taken.
- Persistent bullying, or an individual incident of a serious nature must be handled directly by a member of the Pastoral Team. The incident will be assessed and thoroughly investigated by an appropriate member of the Pastoral Team. All sanctions will be issued after investigation. The investigation may involve the Head of School and Vice Principal (students) as necessary. The College *Discipline and Behaviour Policy* provides more details of how bullying is sanctioned and the consequences for concerning behaviour escalated. A single serious bullying incident or prolonged bullying, or repeated bullying after previous warnings may result in temporary exclusion. Only the Principal or a Vice Principal can authorise a temporary exclusion. Sustained serious bullying or a very serious single incident (as detailed in category 6 above) may result in the Principal permanently excluding a student. The *Exclusions Procedures* Policy provides more detail.
- Parents will be informed of an incident within 24 hours of it being reported.
- Bullying that is of a safeguarding concern will be dealt with by a member of the safeguarding team, under the leadership of Mr Ogborn (Vice Principal (students) and Designated Safeguarding Lead) and Mrs Normanton (Head of Lower School and Deputy Safeguarding Lead). Such incidents are likely to be referred to the social services for advice in the first instance.
- If it is appropriate then the College may involve the police and suspend any investigation whilst they conduct their own procedures. The decision to involve the Police will be taken only by the Principal or a Vice Principal. Parents will always be informed promptly if the Police are involved
- The Pastoral Team will ensure that all appropriate incidents will be recorded and classified on the bullying register.
- The governing body will be informed of any cases of external exclusion.
- Any incident involving a member of staff and a student will be investigated in the first instance by the respective Head of Department or Head of School, supported by the Vice Principal (students). Serious allegations of bullying involving members of staff will be referred immediately to the Principal. All allegations against a member of staff of a safeguarding concern should be reported directly to the Principal.

Follow-up

An important aspect of the follow-up of a bullying incident is for the bully to seek forgiveness from the victim and seek to restore their trust in them. In this process of restoration it may be necessary to:

- Discuss what happened
- Establish the reasons why the person became involved
- Establish and explain the wrong doing and to see an expression of the need for change
- Involve the parents to help change the attitude of the person who has bullied

In the case of persistent bullying or an exclusion, a reintegration package may be put into place by the Pastoral Team. A contract of future behaviour may be drawn up, agreed, signed by student, parent and Head of School. However, it must be recognised that there is a 'zero-tolerance' approach to bullying at Emmanuel College and should there be a significant single incident or sustained low level bullying it could result in permanent exclusion.

Prevention

Within the curriculum the College raises awareness of the nature of bullying through work in form tutorial time, assemblies and in subject areas.

At the end of lessons staff supervise the movement of students in the vicinity of their classroom, stairwells as well as the movement of students into and out of the classroom. During break and lunch times students are supervised by a duty team to ensure that they are safe.

Statutory duties and appeals about bullying

All members of staff are responsible for maintaining an accurate record of any incidents that they investigate on the student records for both the victim and perpetrator. A copy of all the accounts must be logged centrally with the Pastoral Team.

Statutory duty of the College

The Principal has a legal duty under the School Standards and Framework Act 1998 and the Education and Inspections Act 2006 to identify and implement measures to promote good behaviour, respect, self-discipline and draw up procedures to prevent bullying among students and to bring these procedures to the attention of staff, parents and students. In addition by the European Declaration of Human Rights 1992 and in case law, an up to date policy must be available and procedures followed.

Complaints and Appeals Procedure

All complaints concerning the management of any incident of bullying should be referred to the Vice Principal (students) in the first instance.

Monitoring and Review of Policy

This policy will be reviewed every two years or in response to any new information, circulars, guidance or legislation.