

EMMANUEL COLLEGE

ANTI-BULLYING AND RACISM POLICY 2021-22



Policy statement

The aim of the anti-bullying and racism policy is to ensure that the whole College community can 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 and racism are forms of behaviour that are not tolerated at Emmanuel College. Bullying and racism can take place within student groups, between students and staff and between staff. When this does occur, 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 or racism has occurred is expected to share this concern.

The purpose of this policy is to:

- to prevent bullying and racism from happening at Emmanuel College
- to make sure bullying and racism is stopped as soon as possible if it does happen and that those involved receive the support, they need
- to provide information to all staff, volunteers, children and their families about what we should all do to prevent and deal with bullying and racism.

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. Schools also have a legal responsibility to record incidents of bullying and racism. This policy outlines these procedures.

Prevention

We seek to prevent all forms of bullying and racism from occurring by the ensuring that:

- Our Student Code of Conduct is understood by all students, parents and staff through publication on the College website and in the Student Study File
- Providing training for staff on how to deal with bullying and racism
- Ensuring our response to bullying and racism if it occurs takes in to account the needs of the person being bullied/victim of racism, the needs of the person displaying bullying or racist behaviour and others who may be affected and the College as a whole.
- Through a broad and balanced personal development curriculum that encourages to respect each other's differences, to have self-control and to be able to identify and report bullying and racism quickly.

Types 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.

- *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.
- *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.
- *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.
- *Sexual*: Any incident with a sexual dimension. This can range from inappropriate comments to sexual assault.
- *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.
- *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. Racist/discriminatory behaviour will be dealt with in the same way as bullying and will not be tolerated in our school.

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;
- Deterioration in quality of 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 or racism

If an incident of bullying or racism is suspected to have occurred it is important that we record this and respond quickly, making it clear that this type of behaviour is not acceptable and never tolerated.

(a) Reporting an incident as a parent

- If a **parent** suspects bullying or racism at any time, then they should contact the Head of Year/Assistant Head of Year of their child's year group by either:
 - Phoning College and speaking to the relevant member of staff;
 - Phoning College and leaving a voicemail if the member of staff is not available;
 - Contacting College via the appropriate email address for the Head of Year (see below);
 - Writing a letter to College.

(b) Reporting an incident as a student

Students are encouraged to inform staff of any suspected bullying/racism and this is reinforced through assemblies, on Good Morning Emmanuel and during tutor sessions. To report an incident of bullying or racism students should do one of the following as soon as possible:

- Students can talk to their tutor or speak to a member of the respective pastoral team (Head of Year/Assistant of Head of Year).
- Email their Head of Year using the email addresses below (All emails should state the name and tutor group of the student writing the email).
- Attend Principals Open Door on a Friday afternoon to speak directly to the Principal.

Any student who does not report instances of bullying honestly when directly asked by a member of staff will be sanctioned. Students should understand that this kind of behaviour helps to perpetuate bullying and racism.

(c) Reporting an incident that is a safeguarding concern

- If it is an incident with a safeguarding concern, a parent should contact Mrs R Hooker (DSL) or Mrs A Scott (DDSL); if it is an allegation of a safeguarding nature involving a member of staff, then a parent should immediately contact the Principal.

The College procedures for bullying

Where bullying/racism is reported or suspected then:

- This is always investigated directly by a member of the appropriate pastoral team. The incident will be assessed and thoroughly investigated by a Head of Year/Assistant Head of Year. The investigation may involve the Vice Principal as necessary.
- All accusations of bullying/racism are logged, and the outcomes recorded by the pastoral team responsible for the investigation.
- A single serious bullying incident or prolonged bullying, or repeated bullying after previous warnings may result in temporary exclusion. Sustained serious bullying or a very serious single incident may result in the Principal permanently excluding a student.
- Parents will be informed of an incident within 24 hours of it being reported.
- Once an incident has been reported and investigated and it is concluded that a bullying/racist incident has taken place support will be offered to both the victim and the perpetrator. It is important that the victim understands the support available to them and that appropriate steps are taken to prevent the behavior being repeated by the perpetrator.
- Bullying that is of a safeguarding concern will be dealt with by a member of the safeguarding team, under the leadership of Mrs R Hooker (Vice Principal and Designated Safeguarding Lead) and Mrs A Scott (AVP Student Support and Deputy Designated Safeguarding Lead). Such incidents are likely to be referred to the Referral and Assessment 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 governing body are informed of any cases of permanent exclusion and have details of temporary exclusions in termly meetings with the Vice Principal.

Any incident involving a member of staff and a student will be investigated by the Vice Principal. 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/racist incident is for the student bullying 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 wrongdoing 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 appropriate pastoral team or Student Support Department. A contract of future behaviour may be drawn up, agreed, signed by student, parent and Head of Year. However, it must be recognised that there is a 'zero-tolerance' approach to bullying/racism 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/racism through work in form tutorial time, assemblies and in subject areas. The personal development curriculum includes specific sessions on British Values, Citizenship, our Core Values and on how to manage and maintain positive relationships. Specific sessions on bullying and racism are incorporated into this programme.

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.