Horizon Community College Anti-Bullying Policy

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ANTI-BULLYING POLICY

C O N T E N T S

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Section 1 Statement of Intent

Horizon Community College is committed to working with students and parents to provide a caring, friendly and safe environment for all our students, so they can learn in a secure and supportive environment. Bullying and child-on-child abuse of any kind is unacceptable at our college. If this does occur, all students should be able to tell someone and know that incidents will be dealt with promptly and effectively. We proactively work to ensure that Horizon Community College is, and remains, a safe and enjoyable place for students to learn and develop. We will also respond promptly to any information we receive about bullying and child-on-child abuse that happens outside of college or online.

The principle and purpose of this policy is to identify and combat all aspects of bullying inside the college including sexual harassment and homophobic, racist, sexist and cyber bullying, through a whole college approach.

Section 2 What is Bullying and Harassment?

A definition of Bullying – The Anti-Bullying alliance defines bullying 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 through cyberspace'.* Bullying can result in pain and distress to the victim.

At Horizon we adopt the STOP approach to help students to recognize bullying. If they are subject to unkindness and poor treatment **S**everal **T**imes **O**n **P**urpose they should **S**tart **T**elling **O**ther **P**eople. Students are reminded of this in their student planners, through signage around college and through assemblies.

Bullying can be:

- Emotional derogatory name calling of an insulting and/or personal nature. Demanding money, material goods or favours by means of threat or force
- Physical pushing, kicking, hitting, punching or any use of violence because of some perceived physical, economic, sexual, intellectual, cultural or racial difference
- Racist language, graffiti, gestures
- Sexual Harassment: unwanted conduct of a sexual nature, including sexual remarks, sexual taunts, physical behaviour or online sexual harassment.
- Homophobic because of, or focusing on the issue of sexuality
- Repeated verbal name calling, sarcasm, spreading rumours, teasing, abuse and threats, ridiculing an individual

- Cyber Bullying – All areas of internet such as email and internet misuse. Mobile threats by texts messaging, calls, social media networking sites. Misuse of associated digital technology i.e. camera and video facilities.

- Misuse of Artificial Intelligence (AI) technologies - AI must never be used to create inappropriate, harmful, misleading, or abusive content, including AI-generated images, messages, or deepfakes. Using AI to bully, harass or impersonate others is a form of bullying.

Bullying is not one-off fall outs between friends.

Why is it important to respond to Bullying?

Bullying hurts. The effects of bullying can leave a legacy into adulthood. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Students who are bullying need to learn that this objectively wrong and will not be tolerated at Horizon Community College.

Section 3 Objectives of this Policy

All members of the college community (HLC Members (formerly governors), teaching and non-teaching staff, students and parents) should understand what is meant by the term 'bullying' and 'child-on-child abuse'.

1. All members of the college community should know what the College's policy is on bullying and follow it when bullying and child-on-child abuse is reported.

2. All members of college community should be actively involved in eradicating bullying and child-on-child abuse. We should all uphold a zero-tolerance stance on harassment and derogatory language.

3. As a college we take bullying and harassment seriously. Students and parents should be assured that they will be supported when bullying and child-on-child abuse is reported.

4. Counselling and support may be offered for the victims (the 'bullied'), and parents informed of all developments.

Section 4 Responsibilities

All Staff Responsibilities

- All staff (teaching and non-teaching) have responsibility for monitoring student behaviour both in and out of the classroom

- To take a zero-tolerance stance on all instances of bullying, harassment and unkindness

- To implement procedures to confront bullying and harassment of any form

- To support with the delivery of our termly Whole College Student Safety and Wellbeing Survey. Staff may also be asked to support School Leadership teams and Safeguarding team in the important follow up work that is generated through these surveys

- To listen to all parties involved in incidents

- To investigate incidents promptly and as fully as possible

- To take appropriate action and to refer to Student Wellbeing / Pastoral Teams / CLT as appropriate

- To record any incidents involving bullying or racist / homophobic behaviours

- To support in our whole College focus on identifying and tackling any student culture that may seek to minimise the impact of bullying and child-on-child abuse

- To promote and role model a culture of kindness within college

- To communicate clearly and promptly with parents of victims and alleged perpetrators of bullying and child-on-child abuse

- To promote the use of a range of learning styles and strategies which challenge bullying behaviour

Parent/Carers Responsibilities

- Parents/Carers are responsible for referring any anxieties/suspicions immediately to the appropriate form tutor, School Leadership Team e.g. spurious illness, isolation, erratic attendance, loss of appetite, school 'phobia' - If in doubt contact the college

- Parents/carers (and students) can contact the college using the student wellbeing inbox (studentwellbeing@horizoncc.co.uk)

- Parents/carers (and students) can complete an electronic Resolve form to report bullying. To do this you can use the QR in your child's planner

- As a college, we do have occasional instances of students sending and receiving unkind messages on social media sites. We would ask that parents/carers and guardians are vigilant in monitoring their child's social media usage. It would be our advice that students do not use social media apps due to the concerns over misuse, overuse and exploitation. If parents do decide to allow their children to

use social media apps they should ensure they comply with the minimum age guidelines (Age 13 minimum for Snapchat, Instagram, Facebook and Tik Tok). Parents/carers and guardians should also hold the password for these accounts and monitor their use regularly to ensure their child is neither sender nor recipient of unkind messages or anything that would cause harm.

Student responsibilities

- Students who identify tell-tale signs amongst friends should report concerns to their form tutor and/or relevant Pastoral Team
- Students can collect a paper copy of a resolve form from student reception
- Students can contact the student wellbeing team to report any instances of bullying and child on child abuse (studentwellbeing@horizoncc.co.uk)
- Students should be open and honest when completing their termly Student Safety and Wellbeing Surveys
- Students can use the QR code in their student planners to report concerns around bullying. This will direct them to an online Resolve form

Section 5 Signs and Symptoms

A student may indicate by signs or behaviour that he or she is being bullied or a victim of child-on-child abuse. All adults should be aware of these possible signs, and they should investigate if a student displays their signs:

- Withdrawal / sudden lack of confidence
- Is frightened of walking to and from the College
- Changes their usual routine
- Begins to truant
- Becomes anxious
- Starts stammering
- Attempts or threatens suicide or runs away
- Cries themselves to sleep at night or has nightmares
- Lack of friends
- Begins to do poorly on academic work

- Comes home with clothes torn or books damaged
- Has possessions which are damaged or 'go missing'
- Asks for money or starts stealing money
- Has unexplained cuts or bruises
- Stops eating
- Illness at certain times or on certain days

Section 6 Reporting and Recording Procedures

See Appendix - Flow chart and Forms A & B

- Students are encouraged to always report any incidents of bullying regardless of whether they are the victim or a witness
- They are encouraged to tell someone what has been happening. They may go to any adult in the college, but particularly their form tutor or the student wellbeing team. They will want to know and to help. The student will be asked to fill in a 'Resolve Form'. This can be accessed by scanning the QR code in their student planner.
- The QR code which directs students to anti-bullying and wellbeing resources and support.
- Alternatively, students can request a paper 'Resolve Form' from Student Reception, the library or the Student Wellbeing office. They can complete it and hand it in at the Student Reception or to the Student Wellbeing Office.
- The member of staff investigating the incident will contact the student who reported the incident and arrange for the case to be investigated.
- All reported incidents of bullying must be logged internally. Resolve forms, students statement sheets and full details of the investigation must also be logged. Any sanctions will also be recorded on the perpetrators behaviour log.
- Parents/carers of victims and alleged perpetrators to be informed and updated by telephone as soon as possible.
- The perpetrator, once identified, to be dealt with firmly and fairly. Support and guidance to be provided as appropriate.

- Outcomes and action plan will be agreed by all parties and a follow up/ review date arranged with the victim.

- Case will then be closed if resolved. If not resolved, the incident is escalated to the Head of Lower or Upper School.

- All cases of bullying and child-on-child abuse will be overseen and centrally logged and monitored by Mrs Ola Craig (Associate Vice Principal – Safeguarding) and Miss Winterburn (Associate Vice Principal – Behaviour and Standards). The College Leadership Team use this information to inform the planning of pastoral care for the college.

Section 7 Principles for using the Resolve Form

The following principles should apply when any Resolve form is submitted

- The child/young person reporting the case should be listened to and involved in the discussion on the incident

- The student targeted should be encouraged to identify all people involved in the case

- Those identified as taking part in any issues raised should be listened to and the impact of their behaviour explained

- A record should be made of the incident on our internal systems.

- All students should be made aware that information may have to be passed on if they are seen to be at risk

- The Pastoral Team and Student Wellbeing team will carry out an investigation. If necessary, sanctions will be applied to the perpetrators. Parents of both victim and perpetrator will be kept informed throughout the process.

- Planned follow up reviews should be arranged (see Resolve flow diagram). Short term monitoring should take place to check that actions have prevented reoccurrence and the student feels safe

- If necessary, following the review, further action should be planned

- All students should be made aware that cases are recorded on a central database

The College will offer a proactive, sympathetic and supportive response to students who are victims of bullying or child-on-child abuse. The exact nature of the response will be determined by the particular child's individual needs and may include:

- Immediate action to stop the incident and secure the child's safety
- Positive reinforcement that reporting the incident was the correct thing to do
- Strategies to prevent further incidents
- Sympathy and Empathy
- Counselling
- Access to Wellbeing Support
- Befriending / creation of a support group
- Peer Mediation
- Extra Supervision/monitoring
- Restorative meetings

Social networking websites are sometimes used for bullying. We would strongly recommend that students delete any social networking websites from their mobile phones and tablets.

Section 8 Resolve Flow Chart

Resolve Process – When a report of bullying is received

This flow chart is to be used alongside the forms contained in this section to ensure that all relevant details related to bullying incidents are adequately recorded and monitored.

A student confides in a member of staff regarding an incident. This could also be through the student wellbeing inbox or use of QR code online Resolve form or paper Resolve form. This then must be logged on our safeguarding database and logged as 'Bullying' and a sub type.

Day 1 of reporting Incident

The victim (or the person who reported the incident) is then spoken to. They are reassured and thanked for reporting this. The victim is asked if they would be happy to meet with the alleged perpetrator at a later stage). Details logged under the initial incident.

The alleged perpetrator is spoken to. Details logged under the initial incident. Parents of both victim and alleged perpetrator are informed asap.

The Student Wellbeing or Pastoral team may speak to other student or staff witnesses and may also review CCTV if relevant.

A meeting will take place with victim and perpetrator (if victim and perpetrator are happy to do this). Outcomes and action plan agreed by all parties and follow up/review date arranged with the victim. Recorded under initial incident

Dependant on nature of incident. Up to **Day 4**

If appropriate sanctions will be applied (e.g. detention, reflection, internal suspension) and parents of the perpetrator informed.

A review meeting takes place and the student feedback is gathered.

Within **2-3 weeks** of the report being received.

Case resolved

↓

Victim to complete evaluation of support (Form B)

Case not resolved

↓

Victim and incident to be referred to Head of Lower/Upper School for further support/escalation.

Section 9 Prevention of Bullying

Horizon Community College believes that everyone should work together to reduce bullying and child-on-child abuse, as part of our efforts to promote a positive and inclusive whole college ethos and create a safe, healthy and stimulating environment. Alongside the College's responsive strategies for dealing with incidents of bullying, the college also adopts as part of our pastoral support system, a whole college approach to implementing proactive and preventative interventions at a college, school, class and individual level to reduce bullying and child-on-child abuse.

We address bullying and the harm it causes through an effective form period programme, Citizenship lessons, weekly assemblies and the annual national Anti-bullying Week. In addition to this, we work with the student council and student focus groups throughout the year to gather the views and thoughts of all students.

Through this approach, students can:

- Recognise bullying behaviour
- Understand the damage that bystander behaviour causes and the importance of being an upstander
- Know that they should speak out
- Have the confidence to do so if they are being bullied
- Know who to speak to
- Feel confident that they will be listened to and supported

As a college, we will investigate all reports of bullying. Our response will differ on a case by case basis, dependant on the individual circumstances. The following sanctions may be issued to the students who are the perpetrators of bullying:

- C5 detention
- Supervised breaktimes and lunchtimes
- Reflection
- Internal Suspension
- Suspension
- Permanent Exclusion

We would also offer support to the perpetrators of bullying to help them to reflect and correct their behaviours. This may include a referral to Targeted Youth Support (TYS) or

COMPASS, and in cases where racist bullying has occurred, we may complete a PREVENT referral.

In cases of reports of sexual harassment and child-on-child sexual violence we would follow our college guidance document 'Process for Handling Reports of Sexual Violence and Sexual Harassment – Sept 2021'. You can also find more detailed information on sexual harassment and child-on-child abuse in the HCAT Sexual Violence and Sexual Harassment Between Children Policy 2022.

The college will also strive to:

- Adopt positive behaviour management strategies as part of the Whole School Behaviour for Learning Policy and a phased introduction of a relational policy.

- Ensure that the College anti bullying Statement is actively promoted in assemblies and other relevant occasions, as well as displayed around the school

- Ensure that we promote a culture of kindness throughout the college. This is done through assemblies, form period, staff role modelling the importance of kindness and challenging instances of unkindness.

- Ensure the termly completion of the whole college Student Safety and Wellbeing Survey.

- Provide social skills groups for vulnerable individuals and groups in Bridge

- Ensure adequate supervision of students before school, at break and lunchtimes and after school. Use CCTV when applicable to review incidents in open areas

- Through the College student council, review the effectiveness of the college's measures in counteracting bullying and child-on-child abuse

- Identify and use opportunities within form period (Votes for Schools) and Citizenship lessons to challenge a culture that seeks to minimise the impact or prevalence of bullying and child-on-child abuse.

- The college will monitor each student's internet access and will address any inappropriate use

- Use the curriculum, assemblies, personal development and other pastoral opportunities to reinforce the ethos of the school

- Ensure adequate training is provided for the Anti Bullying Ambassador to support others as upstander against bullying behaviour and be a support network for their peers.

Form A

Resolve



Name: _____ Form: _____ Date: _____

Please describe what happened, what you saw and heard and how it made you feel.

Are you being bullied? YES/NO (please highlight)

Who is involved?

How are you being bullied? (Please circle or write in other box).

Name calling	Taking my things	Phone/Internet	Getting left out	Physical/Hitting	Other
					

When and where has this happened? (Tick more than one if needed).

Coming to school	Form Period	Lessons	Break	Lunch	Going home from school	Does not happen in school

Has anything like this happened before and if so were the same people involved?

What do you want to happen now?

Please provide the names of any witnesses.

Is there someone in school that you feel comfortable to talk to and to be supported by?

You have the right to be safe and happy

at Horizon Community College,

if you are not, we want to hear about it.

Just fill in this form and return to the Student Wellbeing Office or your Head of Year office.