



Our mission - 'To create and sustain an inclusive and outstanding learning community for all, rooted in the teachings of Jesus Christ, in which all will aspire to excellence in learning, teaching and care for one another, so all will achieve and grow as unique individuals made in the image of God'.

Our Core Values;

Faith, Aspiration & Unity

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic and Church of England Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

ANTI-BULLYING POLICY

Anti-Bullying Policy - Document Status			
Date of review completion	November 2020	Named Responsibility	Miss A Montgomery
Inception of new Policy	November 2020	Named Responsibility	Christian Character, Curriculum & Standards
Date of Policy Adoption by Governing Body	November 2020	Review Date	November 2021
Policy Basis	Holy Trinity Academy		

Anti-Bullying Policies & Procedures

Introduction

At Holy Trinity Academy we are dedicated to promoting a distinctive Christian ethos by upholding the teachings of the Christian Church. We are committed to developing the full potential of every individual, regardless of culture, race, religion, disability, or special need by creating a safe, orderly environment where all members of the community work diligently in a spirit of co-operation and treat each other with courtesy and respect at all times.

Bullying is: ‘Behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group, either physically or emotionally.’ (DfES 2007)

All our students have the right to learn in a secure atmosphere and staff have a right to go about their professional duties without intimidation or undue pressure.

Bullying, harassment and discrimination of any kind is unacceptable at our Academy.

Anyone who knows that bullying is happening is expected to share this information so that positive action can be taken. Not telling protects the bullies and gives the message that they can continue bullying.

Bullying will be dealt with seriously.

Bullying can be:

Verbal	spreading rumours, name-calling, ‘put-downs’, humiliation, abusive and menacing messages
Physical	any form of physical intimidation or assault including, pushing, kicking, hitting, extortion, or theft of property
Emotional	Being unfriendly, excluding, tormenting (eg hiding books), making threatening gestures
Sexual	unwanted physical contact, sexually abusive or explicit comments
Transphobic or Homophobic	verbal or physical abuse focussing on the issue of a person’s sexuality or Gender
Racist	verbal or physical abuse focussing on the issue of a person’s colour, ethnic heritage, culture, nationality, or religious identity
Cyber	any form of abuse or intimidation made by means of technology (eg mobile phone messages, video clips, MSN messaging, text-messaging, internet abuse)

Signs and Symptoms of bullying

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and should investigate if a child:

- is frightened of walking to or from school
- doesn't want to go on the bus
- begs to be driven to school
- changes their usual routine
- is unwilling to go to school (school phobic)
- begins to truant
- becomes withdrawn anxious, or lacking in confidence
- starts stammering
- attempts or threatens suicide or runs away
- cries themselves to sleep at night or has nightmares
- feels ill in the morning
- begins to do poorly in school work
- comes home with clothes torn or books damaged
- has possessions which are damaged or "go missing"
- asks for money or starts stealing money (to pay bully)
- has dinner or other monies continually "lost"
- has unexplained cuts or bruises
- comes home starving (lunch/money has been stolen)
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- is frightened to say what's wrong
- gives improbable excuses for any of the above
- is afraid to use the internet or mobile phone
- is nervous and jumpy when a cyber message is received

These signs and behaviours could indicate other problems but bullying should be considered a possibility and should be investigated.

Objectives of this policy

All governors, staff, students and parents/carers should share a clear understanding of what constitutes 'bullying'.

All governors, staff, students and parents/carers should be fully aware of the school's anti-bullying policies and procedures.

All staff, students and parents/carers should follow the school's anti-bullying procedures closely and consistently when bullying is reported.

All students and parents/carers should have confidence in the school's anti-bullying policy and procedures.

Roles and Responsibilities

The Designated Safeguarding Lead (DSL) has an oversight for the anti-bullying procedures within Holy Trinity Academy.

It is the responsibility of the Pastoral officers to have an oversight of all issues relating to bullying in their House.

It is the responsibility of each member of staff to familiarise themselves with the appropriate documentation (updated and issued on an annual basis) on bullying and ensure that they follow the guidelines when dealing with bullying issues.

Procedures

Students should feel able to go to any member of staff in order to report a bullying incident and should feel confident that the member of staff will deal with the issue as a priority by investigating the incident him/herself, or by informing a more appropriate member of staff, depending on the circumstances.

When a student goes to a member of staff to report a bullying incident, that member of staff should not make any assumptions about the incident being reported to them: he/she should listen carefully and take note of the precise details involved and of the specific behaviour causing distress. Students should be encouraged to give a written account of events and the member of staff should attempt to corroborate this by seeking appropriate witnesses.

Information gathered by any member of staff should be recorded on CPOMS and notify the pastoral officers and the DSL as soon as possible. The incidents will also be logged on CPOMS.

If necessary, a member of the senior management team should take responsibility for ensuring that the student(s) concerned are safe and are able to be in school or go home safely.

When a parent/carer contacts the school to report a bullying incident, they will be given a timescale (usually 24 hours) indicating when a named member of staff will get back to them to discuss the incident and a note should be made of the time the call was received.

The Pastoral officer should contact home to inform parents/carers of the relevant events and of the steps being taken to investigate them and to follow up. Follow-up should include further contact after an agreed period of time with the parents/carers of both the victim and the perpetrator in a bullying incident to check that the bullying has not resumed. Any feedback should be recorded on CPOMS.

Whenever possible, steps will be taken to reconcile the victim and the bully, to ensure a safe and happy environment.

Sanctions for bullying (which can include loss of free time, formal written warning, reparation, after school detention, behavioural contracts, isolation and in extreme cases exclusion) will

remain at the discretion of the Senior Management Team, bearing in mind that the primary need is to prevent further bullying as well as to send clear signals to the community that bullying will not be tolerated. All factors will be considered including the nature of the incident and any previous involvement in similar offensive acts.

When the allegation has been investigated the culprit and parents/carers will meet with Senior Management, to ensure expectations and support are offered.

Counselling may be offered to any student involved in a bullying incident (victim, perpetrator, bystander) should it be felt necessary or useful.

Staff will receive regular and specific INSET training regarding the School's anti-bullying policy and procedures.

The School's curriculum will include work about bullying and anti-social behaviour, including teaching students how to manage personal relationships assertively and constructively.

The anti-bullying policy and procedures will be monitored continuously by the DSL and updated as necessary. This will incorporate a survey of student and parent/carers opinion regarding the effectiveness of the policy and procedures.

This policy should be read in conjunction with the Behaviour, Attendance, Peer on Peer abuse, Safeguarding and SEN Policies.

Monitoring and Review

The Governing Body shall on an annual basis, review this policy. Prior to any review, the Designated Safeguarding lead should provide Governors with regular reports on the number of incidents of bullying reported for the previous twelve-month period, as well as any strategies which are employed within school. This reporting may be done within the Buildings, Health, Safety and Safeguarding committee

We will work actively to minimise risks that may lead to bullying behaviour.