



## Beacon Academy Anti-Bullying Guidance for Parents and Students



We are committed to minimising any bullying. Our overriding aim is for teachers, parents and pupils to work together in an integrated way to:

1. produce an atmosphere in the Academy in which bullying is regarded by everyone as totally unacceptable
2. resolve bullying issues effectively, by supporting the victims and seeking to change the attitudes of the bullies.
3. ensure that the whole academy community is able to learn and work in a supportive, caring and safe environment without fear of harassment and where everyone is treated with respect.

### WHAT YOU SHOULD DO IF YOU ARE BULLIED

- *Try not to show that you are upset; bullies thrive on people's fear.*
- *Stay with a group of friends and do not allow yourself to be cornered in an area where you are on your own.*
- *Do not hit the bully; you might end up being accused of bullying yourself.*
- *Be assertive. Tell the bully you do not like what they are doing and ask them to stop. Tell the bully that you are not going to do whatever they ask you to do / do not accept what they say, and walk confidently away.*
- *Tell yourself that it is not your fault and that it is the bullies who need to change, not you.*

### WHAT YOU SHOULD DO AFTER YOU HAVE BEEN BULLIED

- *Go straight to the nearest member of staff and tell them what has happened. Alternatively, complete a 'Bullying Incident Form' and put it in the 'Letterbox' adjacent to the main office door. Keeping things secret is the bully's greatest weapon against you; that is why they go to so much trouble to try to stop you telling.*
- *If it has happened outside the Academy on the way home, tell your parents/carers and ask them to notify your Form Tutor or Learning Mentor or Mrs Kinnaird, Anti-Bullying Co-ordinator.*
- *Write down everything the bullies have done or said to you, and try to write down how you feel. Discuss what you have written with the adult to whom you have reported the bullying and with your Form Tutor or Learning Mentor or Mrs Kinnaird.*
- *Be accurate about what has happened. If a small part of what you are saying is shown to be untrue, then it casts a doubt over everything else you have said.*
- *If the bullying does not stop, or starts again, then tell your Form Tutor, Learning Mentor or Mrs Kinnaird.*

## WHAT YOU SHOULD DO IF YOU WITNESS SOMEONE BEING BULLIED?

- *Challenge the bully and tell them to stop what they are doing. If you stand by and do nothing, it looks as if you are on the side of the bully and makes the victim feel as if they are on their own.*
- *Do not fight the bully.*
- *Do not laugh when someone is being bullied.*
- *Do not be, or pretend to be, friends with a bully when they are behaving badly.*
- *Include the victim in your group and take the victim with you to a safer place.*
- *If you are too frightened to get involved, find an adult quickly and tell them immediately.*

## WHAT YOU SHOULD DO AFTER SOMEONE ELSE HAS BEEN BULLIED

- *Tell the nearest member of staff exactly what has happened. Alternatively, complete a 'Bullying Incident' form and put it in the 'Letterbox' adjacent to the main reception door.*
- *Try to make the victim feel better about him/herself, by reassuring them that they have done nothing wrong and that it is the bully's fault.*
- *Listen to what the bully has to say.*
- *Encourage the victim to join in with your group of friends.*

## WHAT YOU SHOULD DO AS A PARENT IF YOUR CHILD HAS BEEN BULLIED

- *Stay calm and talk to your child about what has happened.*
- *Make a note of what happened, the names/descriptions of the bullies and the place and time the bullying occurred.*
- *Inform the academy. If we don't know about the bullying we cannot stop it. Inform your son/daughter's Form Tutor of any small incidents. Inform your son/daughter's Form Tutor or Learning Mentor of any serious or repeated incidents.*
- *Advise your child what to do if they are bullied again (see above). Under no circumstances should they attempt to fight the bully or pay them off.*
- *Encourage your child to report any further incidents to teachers and to yourself.*
- *Look for unusual behaviour in your children. For example, they may become uncharacteristically aggressive, they may suddenly stop completing homework to their normal standard, they may claim to be unwell more frequently and may be reluctant to attend academy.*
- *Contact the academy again if the problem is not resolved.*
- *Remember, if a bully gets away with bullying your child he/she will probably come back or bully others. You help all the children, even the bully, by reporting the bullying.*

## WHAT YOU SHOULD DO AS A PARENT IF YOUR CHILD IS BULLYING OTHER CHILDREN

- *Ask them why they are bullying other children, and if someone else is bullying them.*
- *Tell them that bullying, on any level, is unacceptable. Discourage them from bullying anyone in future.*
- *Advise them how to resolve disputes amicably in the Academy, with the help of staff.*
- *Inform your child's Learning Mentor or Form Tutor about the conversations you have had with your son/daughter, so that we can take account of your intervention in following up any reports of bullying by your child.*

## WHAT WE DO AS A ACADEMY TO PREVENT BULLYING

- *All staff actively promote the Academy's ethos, encouraging students to treat other students as they would like to be treated.*
- *At the start of each year, all Form Tutors explain the Academy's anti-bullying policy to the students.*
- *We distribute a leaflet to all students and parents about the procedures we recommend to students and parents for dealing with bullying).*
- *In all Form rooms and House areas anti-bullying posters are displayed, encouraging students to report any instances of bullying to members of staff.*
- *Throughout the year, pastoral staff reinforce the Academy's anti-bullying policy in Tutorial time and during assemblies.*
- *Bullying issues are also directly addressed in aspects of the curriculum e.g. in PSHE lessons.*
- *We raise the self-esteem of students by rewarding them for their achievements.*
- *Staff are on duty in the corridors, House areas, outdoor play areas and dining halls at break time and lunch time.*
- *We endeavour to ensure that lessons begin on time and that students are not left unattended in the corridors.*
- *We look out for signs that any pupil is not happy, particularly those who have been bullied in the past.*

## WHAT WE DO TO MONITOR THE EFFECTIVENESS OF THE WAY THE ANTI-BULLYING POLICY IS IMPLEMENTED

- *On an on-going basis, we monitor the effectiveness of the policy through minuted discussions at Student Council meetings, Form Tutor meetings and Senior Leadership Team meetings.*
- *Every year, we undertake a full review of the anti-bullying policy, with a working party composed of staff representing a cross-section of expertise from across the staffroom. Responses to questionnaires issued to Form Tutors and Form Tutor meetings are analysed. The policy is then revised and updated in the light of these responses and examples of good practice from other academies / the DFE.*

## WHAT WE DO AS A ACADEMY TO DEAL WITH THE BULLYING THAT HAS BEEN IDENTIFIED

- *We listen carefully whenever a pupil reports bullying and we make sure that the matter is dealt with, taking every possible action to eradicate it.*
- *We interview the suspected bully, the suspected victim and any witnesses separately.*
- *Help, support and counselling is given to both the victims and the bullies in the following respects:*

### VICTIMS

- *offering an opportunity to talk about the experience with their Form Tutor, Learning Mentor or Mrs Kinnaird, Anti-Bullying co-ordinator*
- *informing the victims' parents/guardians of any unresolved incidents of bullying*
- *offering continuing support and counselling from the Form Tutor, Learning Mentor and Anti-Bullying Co-ordinator, with a view to reducing the risk of victims becoming victims in the future*
- *explaining the nature of the disciplinary action taken against the bully.*

### BULLIES

- *passing information about any unresolved incidents of bullying to the Learning Mentor or Anti-Bullying Co-ordinator, Mrs Kinnaird*
- *notifying the bullies' parents of any unresolved incidents/recurring incidents of bullying, and informing them of how we are proceeding to deal with the situation*
- *talking the incident through with the bullies, with a view to changing their attitudes taking disciplinary action to punish the bully for what they have done, to deter future bullying and to protect other students.*

### DISCIPLINARY ACTION

*We adopt a staged approach in taking disciplinary action:*

- 1) officially warning the bully*
- 2) informing the bully's parents/guardians*
- 3) internally excluding the bully.*