Trinity Academy
Anti-Bullying Policy

Aim:

The aim of the anti-bullying policy is to 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 has the right to be treated with respect.

Bullying is anti-social behaviour and affects everyone; it is unacceptable and will not be tolerated at Trinity Academy. If bullying does occur all members of the community should be able to tell and know that all incidents will be dealt with promptly and effectively. We aim to be a **"Telling School"** which means that anyone who knows that bullying is happening is expected to share their concerns. This includes bullying situations within student groups, between students and staff or staff with students. It also includes concerns between members of staff.

Objectives of this Policy

All members of the Trinity Academy community, which includes students, all staff and parents, should have an understanding:
- Of what bullying is
- Of what the Academy policy is on bullying
- Of how to report bullying and the procedure involved
- That bullying will not be tolerated at Trinity Academy

Definition of Bullying

Bullying is defined as deliberately hurtful behaviour, repeated over a period of time, where it is difficult for those being bullied to defend themselves.

Some examples of the main types of bullying are:

Indirect or Emotional: Being deliberately unkind, shunning, excluding someone from a group or tormenting.

Example: Leaving a student out of a group, passing notes about a victim or making threatening faces or gestures. Hiding the possessions of another.

Homophobic and/or Transgender: Any harmful comment or gesture relating to a victim's alleged, or actual, sexuality or gender alignments.

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Example: Calling others names such as "gay boy" or mimicking the mannerisms or voice of others.

Physical: Pushing, kicking, hitting, tripping, punching or using any other sort of violence against a victim, including stealing from another.
Example: Pushing others against walls or lockers. Throwing objects at others with the intent to intimidate or harm.

Racist/intolerant: Comments, taunts, slurs and/or physical threats directed around a victim's race, religion or ethnicity.
Example: Spreading graffiti with racial slurs, making unkind remarks about a student's religion.

Sexual: Unwanted physical contact or sexually abusive comments.
Example: Sexual reference to a person's body or touching inappropriately. The use of an insulting label such as 'slut/slag'.

Verbal: Name-calling, ridiculing, using words to attack, threaten or insult.
Example: Spreading rumours, sarcasm, making fun of a student's appearance, mannerisms, intelligence, or background such as 'gypsy' or 'gypo'.
Cases of bullying may belong to more than one of the above groups.

Signs and Symptoms of Bullying
A person may indicate by signs or behaviour that he or she is being bullied. We should be aware of these possible signs and that they should be investigated:
- Is frightened of walking to or from school
- Doesn't want to go on the school/public bus
- Begs to be driven to school
- Changes their usual routine
- Is unwilling to go to school (school phobic)
- Begins truanting
- 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 damages
- Has possessions '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 hungry (money/lunch 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

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

Procedures
A consistent approach will be adopted and an early response is vital.
- In the case of bullying or suspected bullying this must be dealt with by the member of staff who has been approached at that time.
- In the case of a minor incident, this will be dealt with by the teacher, form tutor or line manager. A clear account of the incident and action taken must be recorded and passed immediately to the student's form tutor/Head of Year, link deputy or to a person's line manager.
- Persistent bullying or more serious incidents will be handled directly by senior staff.
- Serious bullying will be dealt with by a member of the senior staff and an evaluation of the incident will be undertaken. Any sanctions will be issued appropriately after investigations. Parties involved may be advised not to attend school until appropriate measures have been taken.
- Parents will be kept informed of any incidents as and when they occur, by telephone call or letter from a member of staff
- In severe instances local police will be consulted and/or the police will then follow their own procedures.
- Governors will be informed of serious incidents, especially where students are excluded for bullying. The following disciplinary steps will be taken:
    i) Final Warning
    ii) Exclusion
- An attempt will be made to help the bully to alter their behaviour:
    o To discuss what happened
    o To find out why the person became involved
    o To establish the wrong doing and need for change
    o To 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 will be put into place by the pastoral team. A contract of future behaviour may be drawn up, agreed, signed by student, parent and senior member of staff.

Prevention

Within the curriculum the Academy will raise awareness of the nature of bullying through work in form tutorial time, assemblies and in subject areas as appropriate, in an attempt to initially reduce and ultimately stop such behaviour.

The Academy will establish schemes where older students support younger students and encourage them to disclose problems. Information is then passed discretely to pastoral staff so that all matters may be investigated. This is aimed at promoting the 'Telling School' environment.

In order to monitor levels of bullying within the Academy a written record or incident report must be kept on the student (or staff) records of both the victim and perpetrator. A copy must be logged with the Pastoral Team in a separate file so that information on the level of bullying is available at any time.

E-Safety

The Academy is very aware of the issues presented by the internet. Training is given to all Year 7 students, in September of each year, presenting the dangers of the internet and social networking. This training is also given to all staff at the beginning of each new academic year. It deals with how to use the internet safely, what to do if you are contacted by someone especially using social networking sites such as Facebook and how to act and behave sensibly when communicating with other people. This training also incorporates the use of mobile phones. For further information, please refer to the E-Safety Policy.

From September 2014 parents have also been provided with the opportunity to attend E-Safety presentations at the Academy.

Access to the internet in the Academy, is restricted to sites that have been filtered by the internet provider, by Trinity Academy server and by the Network Manager.

Staff are also restricted and have to apply to have access to web sites that are not in current use. Access will be granted once the Network Manager has viewed the site. Where he is not sure then he will seek advice from the Vice Principal, Pastoral

- A student misusing the internet while at the Academy will face a Final Warning.
- Monitoring of the use of the internet is carried out by both the Network Manager and teaching staff. Concerns are passed directly to the Vice Principal Behaviour Standards.
- Students are also encouraged to monitor the use of the internet within the Academy too and to speak to senior staff where they feel abuse of the network system is taking place.
- If a student has accessed sites of a sexually explicit nature they will be referred to the Pastoral Team and parents contacted to discuss the matter. Further support is offered where necessary.

- A record must be kept of the incidents of misuse of the network and where necessary further safety precautions should be put in place.
- Documentation giving information of the dangers of the internet is distributed to the parents and students once a year.

Web sites and organisations such as 'Childnet International', offering advice on how to protect yourself and/or your children on the internet are offered to the parents.

Statutory duty of the Academy

The Principal has a legal duty under the School Standards and Framework Act 1998 to 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.

Monitoring and Review of Policy

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

Complaints Procedure

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