



Anti-Bullying Policy

Harrow Way Community School





ANTI-BULLYING POLICY

This policy relates to the following UN Convention on the Rights of the Child:

Article 3: The best interests of the child must be a top priority in all things that affect children

Article 12: Every child has the right to say what they think in all matters affecting them, and to have their views taken seriously.

Article 19: Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them.

This policy was written following a whole school survey and consultation with students, parents, staff and governors. Students were involved in creating the document and subsequent updates of The Harrow Way Anti-Bullying Strategy, and the resulting policy has been shared with all stakeholders. Each year, all students go through the Anti-bullying Charter with their tutors and sign to say that they will abide by the agreement.

PURPOSE

Objectives of this Policy

- All governors, teaching and non-teaching staff, students and parents should have an understanding of what bullying is.
- All governors, teaching and non-teaching staff should know what the school policy is on bullying, and follow it when bullying is reported.
- All students and parents should know what the school policy is on bullying, and what they should do if bullying arises.
- As a school we take bullying seriously. Students and parents should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated towards any member of the school community be they a child or adult.



Harrow Way Definition of Bullying.

“Bullying is deliberately, repeatedly causing harm to someone else. This could be in a variety of ways including verbally, physically, emotionally, sexual or cyber bullying. We recognise that bullies may target individuals for any of the protected characteristics, such as race, sexuality or disability, or for any other specific prejudice.”

Harrow Way students May 2024

This definition is on the Harrow Way Anti Bullying Charter printed in student planners.

The school works hard to ensure that all students know the difference between bullying and simply “falling out”. Friendship fallouts occur at times and occasionally there will be conflict between students. In contrast, bullying occurs where there is an imbalance of power that is persistent and deliberate.

Harrow Way may also consider that “persistent” bullying can occur when a number of different individuals from the same peer group systematically target the same victim.

Statement of Intent

At Harrow Way School we are committed to providing a caring, friendly and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. Only then will all members of the school community be able to achieve their maximum potential.

Bullying of any kind is unacceptable at our school. Harrow Way School will not tolerate bullying from any members of its community be they staff, students or the wider community. If bullying does occur, all students should be able to tell and know that incidents will be dealt with promptly and effectively. We are a *TELLING* school. This means that **anyone** who knows that bullying is happening is expected to tell staff. Bystanders have a responsibility to tell an adult in school or a peer supporter if they are concerned that bullying is occurring.

Where bullying exists the targets must feel confident to activate the anti-bullying systems within the school to end the bullying. It is our aim to challenge attitudes about bullying behaviour, increase understanding for bullied students and help build an anti-bullying ethos in the school.

Who can you tell?

Tutor, any teacher, Assistant Year Leader, Head of Year, SLT attached to year group, any member of support staff, Student Welfare Officer (in Student Reception), prefects (Year 11 with a green tie), peer mentors and parents. You can tell in person, via a note or email. Anyone can use the “Support Button”.

Adults in our school should talk to their line manager or the Headteacher if they feel they are the target of bullying or harassment.

Who has responsibility?



- Everyone
- Governors, termly data is shared with Governors
- Year Leaders will monitor any issues of bullying within their year group, and data will be monitored every half term
- Teaching staff and tutors will deal effectively with any bullying incidents they are aware of
- Students will tell an adult if they see or hear any bullying actions towards any member of the school community
- Parents will support the students by ensuring that the students communicate any concerns that they have as soon as possible

Actions to Tackle Bullying

We have an Anti-Bullying Charter – all students at Harrow Way School will sign the Anti-Bullying Charter and will be expected to act in accordance with the Charter. This is also displayed in tutor bases.

As a school community we are powerful if we act together. We recognise that awareness needs to be raised regularly and use national campaign weeks, assembly time, tutor activities and PSHE and ICT lessons to seize every opportunity to remind students of their responsibilities as part of our community.

Prevention is better than cure, so at Harrow Way School we will be vigilant for signs of bullying and always take reports of incidents seriously. Staff are on duty around the school at social times to help prevent any incidents of bullying. We use the PSHE curriculum, assemblies, Anti Bullying Week and tutor standstill activities to reinforce the ethos of the school and help students to develop strategies to combat bullying type behaviour. Harrow Way School seeks best practice from other agencies to support its work on promoting equality and celebrating diversity. We use the BiG Award (www.bullyinginterventiongroup.org) to audit our practices annually.

This policy works in partnership with the schools policy on mobile phones and acceptable ICT usage. In addition, this policy interacts with our ethos on Equality and we monitor whether any group is disproportionately victimised and act accordingly.

We have established support systems such as peer mentors, prefects, social skills and self esteem interventions, and behaviour support for bullies. Students can also use the “Support Button” to email concerns. In some circumstances the student will be encouraged to keep a “log” of incidents. Students are asked to keep informing staff of any incidents to ensure that staff are acting from a position of knowledge. Any reported incidents are recorded on SIMs and will be followed up after it has initially been resolved to ensure that the situation has been permanently resolved. In addition to this staff support, if students have had more than one instance of bullying, or a number of peer issues in succession, they will be offered the opportunity to meet regularly with a peer mentor to ensure they are supported. This policy is available on the school website. Staff are provided with advice and training in how to recognise and deal with bullying at Harrow Way School.



Procedures and Outcomes

Please refer to the tiered response to bullying and appendices of this policy.

All members of Harrow Way School are encouraged to challenge all forms of bullying including prejudice-based bullying if they come across it. Training and strategies are shared to empower all to do this confidently.

Everyone has a responsibility to report bullying incidents to staff. The bullying behaviour will be investigated to try to ensure that the bullying stops quickly. If appropriate, a problem solving or restorative approach may help. If possible, the students will be reconciled. All attempts will be made to help the bully/s change their behaviour. The bully/s may be asked to genuinely apologise. Bullying behaviour will not be tolerated and may result in serious consequences if not improved. Other consequences such as lunchtime detentions, after school detentions or internal exclusions may take place. After the incident/incidents have been investigated and dealt with, each case will be followed up to reduce the chances of repeated bullying. This is likely to be a preliminary check up from a member of the pastoral team (Tutor / YLA / YL), and then further inquiry may be from a peer mentor.

When staff deal with an incident of Racist bullying, this must be reported and recorded in the Racial Incident Book. Recent advice suggests that a restorative approach and education is more appropriate than traditional sanctions when bullying is racially motivated.

Students with a special educational need or disability who are concerned about bullying can seek support from the SENCO (or their key worker if applicable) in addition to their tutor or Head of Year. Key workers are vigilant for any signs of bullying and work to support the student if concerns are noted or raised.

Students and parents are advised to report Bullying online using the “Report Abuse” facility on the site itself and where possible a screenshot or print out should be taken. Students should take every possible measure to ensure they are using sites within the provider’s terms and conditions, for example by conforming to set age restrictions; they should also ensure privacy settings are set at their highest and regularly reviewed. Harrow Way will endeavour to support students with online bullying, especially when the perpetrators appear to be members of our school community. In some cases it may be necessary for parents to report it to the police.

For further advice visit www.thinkuknow.co.uk. There is also further advice and guidance on our school website for both students and parents. As far as possible, parents will be kept informed of the situation; this will be either by email or telephone call. In serious cases parents should be informed and will be asked to come into a meeting to discuss the problem.



This policy works in partnership with our Behaviour Policy, and where bullying is persistent, sanctions will apply in line with this. In some cases a student may receive suspensions or even Permanent Exclusion.

Monitoring and Reviewing

The logging of behaviour incidents is monitored by Year Leaders on a daily basis for serious incidents, weekly for individual incidents and each term for patterns across year groups and the whole school. The termly monitoring is conducted and data is shared with Governors. Incidents are followed up and monitored by the Pastoral Team.

An annual survey is carried out of all students including in regards to bullying. The outcome of this survey informs planning for whole school learning and policy is reviewed before its review cycle if this is deemed necessary. The policy and procedures are reviewed at least every 2 years. This includes consultation with all stakeholders via letter and the school website. The School uses the BIG Award as external moderation of its policy.

Following the regular review of bullying incidents, if any patterns are identified which require specific learning within the school community then targeted work is done. For example, if a pattern was established around inappropriate language, this may be built into PSHE lessons, assemblies, or a tutor standstill.

Parental Involvement

The parents of bullies and their targets will be informed of an incident. Parents are reminded that they or their children must tell the school if there is an issue with bullying. Keeping information from the school will never help a problem to be solved and may prolong the period a target has to suffer. Parents can inform the school via their child's tutor in the first instance, if they feel the situation has not been resolved they should contact the Head of Year or any member of the Senior Leadership Team. This contact can be via email, telephone, the "Support Button", or appointment.

We urge parents to keep an open mind and work with the school to achieve a positive solution. Despite the upset that bullying causes, we believe that retribution not only solves nothing but is, in fact, counterproductive. We ask parents to encourage their child to understand that bystanders can be powerful in contributing to bullying or preventing it.

At Harrow Way we believe it is essential to constantly review this policy to ensure that we are in a position to strengthen our approach to this issue.

This policy is seen as an integral part of our Safeguarding Children Policy.

Committee responsible for review: Students & Curriculum Committee

Date ratified by Governing Body: September 2024



Date of next review:

Length 3 years – November 2027

Appendices

- Anti-Bullying Charter
- Letters to Parents (Target and Aggressor)
- Tiered response to bullying (including bullying sheet and follow up form)
- **Appendix 1: Harrow Way Community School Anti-Bullying Charter**

“Bullying is deliberately, repeatedly causing harm to someone else. This could be in a variety of ways including verbally, physically, emotionally, racist, homophobic, transphobic, sexual or cyber bullying”
Harrow Way students November 2020

As a school we will:

- Take bullying seriously when it is reported
- Support the targets of bullying and help them to feel safe within school
- Take action against the bully/s and support them in changing their behaviour
- Expect bullies to change their behaviour
- Work with parents/carers of any student who is involved in bullying to support and encourage the student/s in finding solutions
- Either internally exclude or suspend students who bully and do not try to change their behaviour.
- Take action against bystanders

As a pupil I will:

- As part of Harrow Way School community I have a responsibility to help combat bullying by supporting other students
- I will not gang up on other students
- I will not join in when students are making fun of another student, even if I feel I cannot stop it
- I will not turn a blind eye to victimisation or bullying: I will tell someone at school

If I see someone being bullied I will:

- Find a member of staff, my tutor, peer mentor or prefect who I can speak to and report it

If I am being bullied:

- I will report it to my tutor or another member of staff or a prefect or who will listen and support me
- I know that I can speak to a peer mentor or prefect who will listen and support me
- I know action will be taken against the person who is bullying me

If I display bullying behaviour:

- I accept that my behaviour will have to change with immediate effect
- I will be listened to and helped as to why I am behaving in this way
- I will accept support and encouragement to change my behaviour



- I accept if I continuously bully people I will be punished with either an internal exclusion or suspension

I will sign the Charter to show that I support and will adhere to the Harrow Way Anti-Bullying Charter.



Appendix 2: Tiered Response to Bullying at Harrow Way Community School

1. Friendship Fallout or Isolated Incident between Pupils – This is not bullying

Action

Restorative Conversation / Apology - Actioned by Assistant Year Leader

2. Repetition of choice towards others which causes upset or distress – Potentially Bullying Behaviour

First Instance

Action

Restorative Justice / Apology / Detention / restate expectations about acceptable behaviour towards other (Tolerance and Respect) – Actioned by Assistant Year Leader (Recorded on SIMS; Parents may be informed separately)

Repetition towards same target or another target, or repeated incidents within a peer group

Action

Restorative Justice / Apology AND Sanction (YL Detention) – Actioned by YL (Parents informed in addition to SIMs records)

3. Continuation of choices towards others which fit the Harrow Way Community School definition of Bullying – Bullying Behaviour

Action – triggered by AYL

Behaviour Support Meeting Actioned by YL, parents may be invited to attend.

YL to consider changes to timetable.

Actions agreed to support bully in changing behaviours, parents will be informed of the meeting, and **Behaviour Contract signed by student**

4. Following YL meeting persistent choices towards others which fit the Harrow Way Community School definition of Bullying – Bullying Behaviour

Actioned by YL and SLT

Action

Sanctions – Internal Exclusion (following signing of Behaviour Contract)

Support – Consider referral to Case Review if part of a wider pattern of concerns

YL / SLT informs parents of pupil's continued choices



5. Continued persistent choices which fit Harrow Way Community School definition of Bullying – Bullying Behaviour

Action

SLT refer to Headteacher

Actioned by SLT

Sanction – potentially suspension or removal from lessons

SLT / Headteacher meeting with parents



Appendix 3:Acceptable Behaviour Contract

This contract is between Harrow Way Community School, and

(pupil) _____

I agree to the following in respect of my future conduct.

- 1) I have read and signed the Harrow Way Anti Bullying Charter in my planner and I understand my responsibilities regarding the way I behave towards others in school.
- 2) I will report to staff any incidents where the conduct of others causes me to be caused harassment, alarm or distress in order that they are dealt with in the proper manner by school staff
- 3) I will not engage in any behaviour likely to cause harassment, alarm or distress to anyone in Harrow Way Community School; this includes inciting others to act on my behalf.
- 4) I fully understand the meaning of this contract and am aware that if I breach this agreement the consequences will follow in line with the school behaviour policy.

Signed,.....Dated
(Young person)

Signed Dated.....
(Parent/carer if required)

Witnessed.....Dated
(School representative)



Appendix 4: Harrow Way Community School – INCIDENT SHEET

Full name (including middle name)

Date of birth

Tutor Group

About (time)

on (date)

Describe who with/or on own

Describe the events leading up to incident

Describe the incident including as much detail as possible

[Additional sheet](#)



Student signature: _____ Date _____

Form completed by:
(if staff member completed, please give reason for this)

Signature: _____

First aid required? Y/N (give details)

Parents informed? Y/N Staff member: _____

Recorded on SIMS? Y/N Staff member: _____

Any other information: (eg:police informed, item confiscated etc)