





# Anti-Bullying Policy

## 2023-2024

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To be Reviewed:	July 2024
Signed by Governors	
Signed by Headteacher:	

# Holly Lodge Anti-Bullying Policy

*At Holly Lodge we believe in **ambition**: for students' achievements, conduct and future pathways. We believe in **opportunity**, in noticing what we are lucky to have and in seizing the chances we have in life. And we believe in **community**: in serving each other through respect, kindness and responsibility.*

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## **1 INTRODUCTION**

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Holly Lodge High School is committed to ensuring that all students learn in a supportive, respectful, caring, and safe environment, without fear of being bullied. Bullying is anti-social behaviour and affects everyone; it is unacceptable and will not be tolerated at Holly Lodge High School. If bullying does occur, students at Holly Lodge High School should be able to tell an adult and be certain that their concern will be taken seriously and dealt with quickly and efficiently.

We recognise that bullying exists within our society, and that its consequences can sometimes be traumatic for all concerned.

## **2 AIMS**

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- To raise awareness of bullying and create a school ethos which encourages all students to disclose and discuss incidents of bullying without fear of repercussions
- To create an ethos in school where bullying is less likely to happen in the future
- To ensure that incidents of bullying are prevented in so far as is reasonably practical
- To clarify the reporting, recording and monitoring processes of all alleged incidents of bullying
- To prevent, de-escalate and/or stop any continuation of harmful behaviour
- To react to incidents of bullying in a reasonable, proportionate and consistent manner
- To safeguard the student who has experienced bullying and to trigger sources of support that the student can access
- To provide support for the perpetrator and develop strategies to enable the perpetrator to be accountable for their behaviour
- To ensure that all adults at Holly Lodge are clear about their responsibilities with regards to instances of bullying
- To involve parents/carers in ensuring that they understand the Anti-bullying Policy at Holly Lodge and have access to identified staff if they need to raise concerns
- To support the vision and values of Holly Lodge High School – AMBITION OPPORTUNITY COMMUNITY
- To support the mantra Holly Lodge High School – Everyone has a right to learn. Everyone has a right to feel safe.

## **3 WHO IS RESPONSIBLE FOR THE POLICY?**

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- The governing body and senior leadership team is responsible for ensuring the fair application of this policy and all adults within the school are responsible for supporting colleagues and ensuring its success.

## 4 KEY RESPONSIBILITIES

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All students at Holly Lodge High School have the right to expect that they will be listened to, have their concerns taken seriously and that appropriate action will be taken to support them when incidents of alleged bullying occur

The school has a responsibility to ensure that:

- All incidents of bullying can be reported confidentially and in a variety of ways (including bullying that may have occurred outside of school eg cyber bullying, on the way to/from school)
- All students involved in an incident are listened to empathetically by professionals, parent/carers, and peers.
- All students whether they are the target of bullying or a witness/bystander are encouraged to report what has happened
- All students who are the target of bullying are given the appropriate level of support and reassured that it is not their fault
- All perpetrators of bullying are given support to address their behaviour and be able to make better choices moving forward
- Professionals work in collaboration with parents/carers when appropriate

Holly Lodge High School will fulfil its legal duty of care to ensure that all students do not come to harm. This includes the reporting of all bullying incidents which have been identified as such using the policy definition. This reporting is made available to the Headteacher, SLT, Governing body and LA.

Under the CHILDREN ACT 1989, a bullying incident should be addressed as a child protection concern when there is 'reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm'. Where this is the case, school staff will report to the school's Designated Child Protection Officer

Some forms of bullying are illegal and should be reported to the police. These may include

- Violence or assault
  - Theft
  - Repeated harassment or intimidation e.g. name calling, threats, abusive phone calls/emails/texts
  - Hate crimes
- [\(Bullying at school – GOV.UK\)](#)

## 5 DEFINITION OF BULLYING

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The government defines bullying as **‘behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally’** (DFE 2017 Preventing and Tackling Bullying)

Bullying can often be motivated by prejudice against particular groups, for example on grounds of race, religion, culture, gender, sexual orientation or because a child is in care or is a young carer. It may be motivated by actual differences or perceived differences.

Bullying often involves an imbalance of power between the perpetrator and the target, this can manifest itself in several ways. It may be physical, psychological (knowing what upsets someone), derive from an intellectual imbalance or the capacity to socially isolate. It can result in intimidation of a person or persons through the threat of violence or online.

Bullying can include:

- Emotional (being unfriendly, threatening looks/gestures, tormenting)
- Physical – pushing, hitting, shoving or any other form of physical violence
- Verbal – name calling, sarcasm, spreading rumours
- Sexual and sexist – unwanted physical contact or sexually abusive comments or those which are sexist
- Homophobic, biphobic or transphobic – behaviour or language that makes a person feel unwelcome or marginalised because of their sexual orientation or gender identity, whether actual or perceived. It may also be because of their association with people who are or who are perceived to be gay, bisexual or transgender for example children of same sex couples
- Racism – negative behaviour or language towards another individual’s ethnicity, skin colour, country of birth, speaking a different language or have different religious beliefs
- Cyber – all forms of abuse involving the internet, social media websites, chat rooms, mobile phones, email, text messages, photographs etc
- Interference with possessions – hiding, stealing and destroying belongings
- Psychological – deliberately excluding or ignoring people

It is important that adults and students are able to make a distinction between these definitions and behaviours that may cause distress but are the result of a friendship breaking down and insults being exchanged, whilst this may cause distress it is neither deliberate nor repeated.

It is vital that the above definitions are understood and applied in a sensitive and thoughtful manner and that students are guided to understand the difference between bullying behaviours and friendship breakdowns.

## **6 SIGNS OF BULLYING**

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- Student is frightened to attend school, specific lessons or enter specific areas of school
- Student changes their usual routine
- Student becomes more withdrawn or anxious than they were previously
- Student threatens to run away or actually follows through with it
- Student threatens suicide
- Student begins to perform badly at school
- Student frequently has missing or damaged possessions
- Student repeatedly asks for extra money or never has any money
- Student has unexplained injuries or there are signs of self-harm
- Student becomes aggressive, disruptive or unreasonable
- Student begins to bully other students
- Student changes their eating pattern or avoids eating altogether
- Student has missing dinner money
- Student appears afraid to use the internet or mobile phone
- Student chooses the company of adults rather than peers
- Student is frequently absent from school or arrives late
- Student is reluctant to discuss any of the above
- Student displays any other signs of changes in behaviour or attitude at school or at home

## **7 PREVENTING BULLYING**

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This policy is a key document in the creating of a school ethos where all individuals are treated equally and are respected. It is the vehicle through which adults and students have clear guidance on the school stand with regard to bullying behaviour.

Holly Lodge takes a zero-tolerance approach to bullying and discriminatory language and all incidents reported will be taken seriously and thoroughly investigated.

- Regular CPD opportunities for teaching/non-teaching staff
- PD lessons
- Displays around school.
- Whole school/year group assemblies where the focus is anti-bullying.
- Annual questionnaires for students, staff and parents/carers
- Opportunities for parent/carers to be involved in anti-bullying workshops.
- E-safety training to combat cyber-bullying.
- Anti-Bullying Ambassadors
- Holly Lodge High School Charter

- Anti- Bullying Pledge Boards
- Anti-Bullying Week
- ICT acceptable use policy for students
- Safeguarding systems and procedures
- Multi agency working including the use of external agencies to deliver workshops and work with staff to address specific types of bullying
- Use of praise and rewards to reinforce the behaviours that we want students to engage in
- Adults role modelling the behaviour that we want to see in our students

Creating a culture that is free from bullying and where everybody feels safe must be embedded in the everyday life of the school where the learning environment is a positive and safe experience for all. All adults are expected to role model the following:

- The contribution of all students is acknowledged and valued.
- Kindness and empathy are the norm for all and are celebrated and developed.
- Stereotypical views and prejudiced language are challenged, and students learn to appreciate and view positively difference sin others whether arising from race, culture, gender, sexuality, disability, or different family situations (looked after children, young carers)
- Students learn to take responsibility for their actions and behaviours both inside school and in the wider community.
- Students learn to reflect on their actions and how their behaviour can impact both positively and negatively on others.
- All forms of bullying and harassment are challenged and reported.
- Students are supported to develop their social and emotional skills.

## **8 REPORTING BULLYING**

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Reporting of bullying can happen in a number of ways and come from a number of sources. Accurate reporting of disclosure is essential in all cases and is supported with pro-formas where necessary.

- Parent – via email, phone call or face to face
- Student – victim disclosure via email (talk email), online (SHARP) or face to face
- Student – bystander via email (talk email), online (SHARP) or face to face
- Adult Observations

At each stage of the above, the incident or disclosure will be reported on MyConcern to track and monitor instances over time.



## **9 RESPONDING TO INCIDENTS OF BULLYING**

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- Holly Lodge has robust systems in place to deal with incidents of bullying that are clear to staff, students and parents/carers, all incidents are dealt with quickly, consistently and with empathy
- All incidents of bullying will be recorded on class charts under the appropriate heading by the HOY/AHoY
- Half termly analysis of bullying incidents to identify individuals/trends and patterns of behaviour.
- Sanctions will be applied fairly, consistently and reasonably, taking into account any SEND needs or disabilities that the students may have
- FTE will be considered for more severe and persistent incidents of bullying; school may also consider off-site or alternative provision.
- Where appropriate school will determine whether the use of outside agencies is appropriate to ensure the long-term emotional wellbeing of students involved
- Parents/carers will be informed of the outcome of investigations or support being offered.

## **10 SUPPORTING THE NEEDS OF STUDENTS WHO ARE BULLIED**

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The nature and level of support offered to students will vary depending on the individual circumstances, level of need and seriousness of incident. The following may be offered:

- Quiet word from a member of staff who knows the student well
- Regular check-ins from form tutor during form time
- Support from AHoY/HoY
- Formal counselling
- Liaison with parent/carers
- Completing an Early Help Referral Form
- Referral to CAMHs
- Six-week support programme using student (anti-bullying) log books

In some circumstances, the consequence of the bullying may lead a student to experience profound social, emotional, or mental health issues. In these cases Holly Lodge will make appropriate provision for the student's short term needs, including the implementation of an action plan that will set out clearly the support that will be put in place for them.

## 11 VULNERABLE STUDENTS

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Some students are particularly vulnerable to bullying and may be severely affected by it, for example.

- Students with special educational needs
- Students with a disability
- Students going through a personal or family crisis
- Students who suffer with mental health problems
- Students who change schools frequently and are in danger of becoming isolated.
- Students in care
- Young carers

These students may be at risk of turning to social media in an attempt to find friendship and support and this in turn may put them at greater risk, it is particularly important to ensure that these students have access to e-safety education on a regular basis.

## 12 BULLYING OUTSIDE SCHOOL PREMISES

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**Staff have the power to discipline students for misbehaving outside the school premises 'to such an extent as is reasonable' (Behaviour and discipline in schools, Dfe 2016).** This can relate to any bullying incidents occurring anywhere off the school premises, for example.

- On the way to and from school
- On public transport
- Outside local shops
- At the weekends or during school holidays.

Where bullying is reported outside of school the allegation will be investigated and acted upon. If the behaviour could be criminal or pose a serious threat to a member of the public, then the police should be informed.

In all cases of misbehaviour or bullying, the student can only be disciplined on the school premises or elsewhere where the pupil is under lawful control of a member of staff.

## 13 CYBERBULLYING

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Cyber bullying is a form of bullying using Information and Communication Technology, particularly the internet and mobile phones to deliberately upset someone else. Cyberbullying includes a wide range of unacceptable behaviours including threats, harassment, insults and sharing of images that is designed to cause harm and distress to others.

It is vital therefore that all students are aware of school policies relating to the use of technology and that their use is monitored closely and challenged if needed.

E-Safety encompasses all electronic communications such as mobile phones and wireless technology. It is imperative that all students are educated about the risks, benefits, and responsibilities of using information technology and that there are safeguards put in place to monitor usage.

## **14 PARENT/CARER INVOLVEMENT**

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- Holly Lodge endeavours to have open and supportive communication with parents/carers in reaction to all bullying incidents.
- Holly Lodge will ensure that parents/carers will know what actions are being taken to prevent bullying.
- Holly Lodge will inform parents/carers of actions taken in response to a bullying incident taking place with their child (children)
- Holly Lodge will outline clearly to parents/carers how they can contact school if they suspect that their child may be being bullied or the perpetrator of bullying – Email addresses for relevant year group pastoral team can be found in Appendix 1
- Parents/carers have a responsibility to support the school's Anti-Bullying Policy and to actively encourage their child to be a positive, respectful member of the Holly Lodge Community
- Home-school agreement in place to ensure parents/carers follow and support policies in place
- Department for Education advice for parents/carers is provided online and can be found at [Advice for parents and carers](#)

## **15 STAFF TRAINING**

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- Holly Lodge will ensure that all staff receive regular high-quality training to ensure that they are able to both identify any instances of bullying and be able to follow procedures with regard to the reporting and supporting of students
- Holly Lodge will ensure that all staff receive training to help them understand the needs of the students, including those with special educational needs and/or disability, gay, bisexual and transgender (LGBTQ+) students
- Staff will have the opportunity to access The Anti Bullying Alliance website which offers free online training for anyone that works with children and young people. The programme was particularly developed to reduce levels of bullying of disabled children and those with special educational needs but applies to all children

## 16 APPENDIX 1: USEFUL CONTACTS FOR STUDENTS, PARENTS AND CARERS

Job title	Contact Details
School office	
Head of Year 7	
Assistant Head of Year 7	
Head of Year 8	
Assistant Head of Year 8	
Head of Year 9	
Assistant Head of Year 9	
Head of Year 10	
Assistant Head of Year 10	
Head of Year 11	
Assistant Head of Year 11	
Assistant Headteacher for Behaviour, Standards and Ethos	
Deputy Headteacher for Pastoral	
Head of Sixth Form	
Assistant Head of Sixth Form	
Reach out and Talk	Talk@holly-lodge.org
Childline	<a href="http://www.childline.org.uk">www.childline.org.uk</a> – 0800 1111
Kooth	<a href="http://www.kooth.com">www.kooth.com</a>



# REACH OUT and TALK

**Everyone has a right to feel safe  
at Holly Lodge**

You can also contact us via email –  
[Talk@holly-lodge.org](mailto:Talk@holly-lodge.org)

If you need someone to talk to during our unavailable hours,  
we recommend you contact Kooth on [www.kooth.com](http://www.kooth.com) OR  
CHILDLINE on [www.childline.org.uk/](http://www.childline.org.uk/) (telephone 0800 1111)

# Student Log-Book

Working together to support each other.



Name	
Form	
Form Tutor	

Week 1 Date:

Day	Student Comment	Action	Parent contacted?
<b>Monday</b>			
<b>Tuesday</b>			
<b>Wednesday</b>			
<b>Thursday</b>			
<b>Friday</b>			

<b>Week 2 Date:</b>	
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<b>Day</b>	<b>Student Comment</b>	<b>Action</b>	<b>Parent contacted?</b>
<b>Monday</b>			
<b>Tuesday</b>			
<b>Wednesday</b>			
<b>Thursday</b>			
<b>Friday</b>			



Week 3 Date:	
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Day	Student Comment	Action	Parent contacted?
<b>Monday</b>			
<b>Tuesday</b>			
<b>Wednesday</b>			
<b>Thursday</b>			
<b>Friday</b>			

Signed student:.....

Week 4 Date:

Day	Student Comment	Action	Parent contacted?
<b>Monday</b>			
<b>Tuesday</b>			
<b>Wednesday</b>			
<b>Thursday</b>			
<b>Friday</b>			

Week 5 Review Week

Date:

**Student Comment**

Signed.....

**Staff Comment**

Signed.....

**Parent/Carer Comment**

Signed.....

**Follow up actions?**