



# St. Mary's Catholic Academy

## Anti-Bullying Policy

### MISSION STATEMENT

St. Mary's is a caring faith community based on the teachings of Christ. Our mission is to provide an outstanding whole person education through which all are challenged to grow in wisdom, understanding self esteem and closeness to God.

*"I have come that you may have life and have it to the full"*

John 10<sup>10</sup>

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## ANTI-BULLYING

Bullying is an issue which the Academy takes very seriously. Incidents of bullying will always be investigated thoroughly and where necessary appropriate interventions put in place. The Academy' operates its own definition for bullying based on research from associated literature and from close working links with the University of Central Lancashire. St Mary's defines bullying as:

*“Behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally.”*

The Academy has adopted, in collaboration with the student council, the acronym, **S.T.O.P:**

**S**everal  
**T**imes  
**O**n  
**P**urpose

To help all members of the community remember our definition for bullying.

Bullying can be:

- Emotional being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- Racist racial taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments or focussing on sexuality
- Verbal name-calling, sarcasm, spreading rumours, teasing
- Cyber All areas of internet usage, such as email & internet chat room misuse  
Mobile threats by text messaging & calls  
Misuse of associated technology, i.e. camera & video facilities.

## PROCEDURES FOR DEALING WITH BULLYING

### Preventative measures:

1. Creating a telling culture. As a telling Academy students should feel confident that there is someone whom they can tell if they feel threatened by bullying. Students should also feel confident they can tell someone if one of their peers is being bullied. This is achieved through:
  - a. Daily contact with form tutors in small forms of approximately 20 students.
  - b. Regular mentoring sessions with form tutors.
  - c. Provision of a trained Student Care Team from whom students can seek support with bullying and friendship issues.
2. Development of the Academy buildings and grounds to reduce areas prone to bullying including clear sight lines into all social areas, classrooms and toilets and cctv covering the whole building.
3. Clear expectations of the Academy zero tolerance approach to bullying in Year 7 and reinforced annually through assemblies during anti bullying week.
4. Curriculum units on anti-bullying to be delivered in a variety of lessons including PSHE, Drama and English.
5. Posters and referral routes available across the Academy, to emphasise that we are a non bullying and a telling school and to encourage students to “See it, Report it”.
6. Staff training on identifying and dealing with bullying.
7. Parental information sessions in Year 7 to introduce the Academy policy.
8. All students to have a lesson on Child exploitation and on line protection to prevent issues via new technologies. This session to be available to parents.

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9. E mail or text service available for students to report bullying. This will be easily accessible to all students and will be monitored by the Student Care Team. Parental complaints will be forwarded to the Head of House for action.
10. Support packages developed for victims and bullies which may involve the assistance of external agencies.
11. Monitoring and evaluation of support packages will be on-going and involve feedback from staff, parents and students.
12. Helpline addresses available around the Academy.
13. A flow chart of action will be available for staff and students as part of the policy.
14. Anti-bullying resources highlighted to parents via the Academy website.
15. A clear ethos that we are all responsible for creating a non-bullying telling culture.

#### Dealing with incidents of Bullying:

When incidents of bullying are picked up by staff, either directly or by the referral from the Student Care Team, they should get the reporting students, whether victim or witness, to write a statement and pass this on the Head of Learning House. The Head of Learning House will then take the lead on using available resources to fully investigate. (This may be done in conjunction with form tutors or pastoral manager for example).

Once it has been established that a bullying type incident has occurred the Head of Learning House should follow the interventions outlined below:

| Stage | Trigger                           | Intervention By        | Intervention Required   |
|-------|-----------------------------------|------------------------|---|
| 0     | No incidents of bullying recorded | Form Tutor             | None  |
| 1     | First incident of bullying        | Pastoral Manager       | Verbal warning to bully given.<br>Parents of bully and victim contacted. Incident recorded on PARS as bullying, form tutor kept informed for both.<br>SIN BIN issued to bully.<br>If appropriate restorative methods implemented using PCSO.<br>Letter of apology to victim from bully written.<br>Support provided for bully and victim as needed by pastoral manager/form tutor/Student Care Team.      |
| 2     | Second incident of bullying       | Pastoral Manager       | Written warning given to student.<br>Day of Inclusion requested for bully.<br>Incident recorded on PARS, form tutor kept informed for both.<br>If repeat to same victim, victim supplied with a note pad and asked to keep a record of any further issues.<br>Parents of bully and victim contacted.<br>Support provided for bully and victim as needed by pastoral manager/form tutor/Student Care Team. |
| 3     | Third incident of bullying        | Head of Learning House | Parents of bully and victim informed. Meeting between HOLH and parents of bully arranged.   |

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| Stage | Trigger   | Intervention By        | Intervention Required  |
|-------|---|------------------------|--|
|       |   |                        | <p>Internal Exclusion requested from PBR.</p> <p>Contract of future behaviour signed by the bully and Pastoral Support Programme put in place. Daily monitoring of bully from HOLH.</p> <p>Continued record keeping required for victim if repeated behaviour.</p> <p>Support arranged for victim as needed, (lay chaplains, peer mentors etc.)</p>  |
| 4     | Fourth incident of bullying   | Head of Learning House | <p>2- Day Internal Exclusion requested from PBR.</p> <p>Parents of bully and victim informed.</p> <p>Meeting between HOLH and parents of bully arranged. Behaviour Team informed of escalating issue. Pastoral Support Programme reviewed or revisited. Daily monitoring of bully from HOLH.</p> <p>Continued record keeping required for victim if repeated behaviour.</p> <p>Support arranged for victim as needed, (lay chaplains, peer mentors etc.)</p> |
| 5     | Fifth incident of bullying  | PSL                    | <p>3 Day internal exclusion requested from PBR.</p> <p>Parents of bully and victim informed.</p> <p>Daily monitoring of bully from Behaviour Team. Further support for bully discussed at readmission meeting.</p> <p>Continued record keeping required for victim if repeated behaviour.</p> <p>Support arranged for bully and victim as needed, (lay chaplains, peer mentors etc.).</p>  |
| 6     | <p>Sixth incident of bullying referral to PBR</p> <p>Any further issues of bullying may lead to referral to Stage 7</p> | PBR                    | <p>External exclusion(s) and readmission meeting with PBR. Final warning from PBR given and any further interventions and support offered.</p> <p>Continued record keeping required for victim if repeated behaviour.</p> <p>Support arranged for bully and victim as needed, (lay chaplains, peer mentors etc.) Daily monitoring of bully by PBR.</p>   |
| 7     |   | SEC                    | <p>Exclusion and final meeting with parents to discuss any further support or options available. SEC to monitor student and issues(s) of non-compliance. Consideration of managed move or permanent exclusion if no/insufficient progress.</p>   |

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## **Limits of the policy**

Where bullying occurs in Academy and on Academy trips, etc, the policy will be applied. If bullying takes place out of Academy, but there is an Academy connection, the Academy will, if it is within their powers, take action. If bullying takes place out of Academy and there is no Academy connection, the policy cannot be invoked but the Academy may offer support.

## **Responsibilities**

*Students are responsible for:*

- Writing down what has been happening EITHER as the victim or as a witness.
- Walking away from confrontation
- As a victim, say what you would like or need to support you to the member of staff who is dealing with the incident.
- Accepting support and try to make progress one step at a time.
- Being prepared to help others when they can.
- Stay positive, don't keep a problem to yourself.
- Students should seek advice ,as soon as possible, from one or more of a wide range of individuals including - form tutor, class teacher, Head of Learning House, other Senior staff including the Head Teacher, Support staff, Lay Chaplains, School nurse, Friends, Parents, Student Care Team.

*All staff are responsible for*

- Following the agreed procedures as listed above.
- Arriving on time for lessons and duties and not leaving classes unattended.
- Listening to students and or parental concerns re bullying. This will often be the form tutor, who is the first point of call to students and parents.

*The form tutor has a key responsibility in identifying, investigating and resolving bullying issues.*

- Supporting the Academy ethos of zero tolerance to bullying.
- Leading lessons and, where appropriate, assemblies on the theme of anti-bullying.
- Form tutors will also lead PSHE lessons on this subject.
- Supporting the Head of Learning House and Senior Head of Learning House in investigating and responding to issues of bullying involving members of their form

*Heads of Learning House or are responsible for:*

- Reinforcing the Academy position on anti-bullying to students in their learning house.
- Leading the tutor team to support the Academy policy.
- Investigating cases of suspected bullying and implementing support packages and appropriate remedial measures where required.
- Supporting parents with concerns.
- Liaising with internal and external support agencies.

*Ethos and community co-ordinators are responsible for:*

- Leading the anti-bullying element of the PSHE programme.

*The Behaviour Team are responsible for:*

- Implementing, monitoring, reviewing and amending the policy as required.
- Supporting Heads of Learning House, form tutors and subject teachers in dealing with issues of bullying.
- Helping to create the ethos of an anti-bullying Academy.
- Ensuring that curriculum opportunities to discuss the issue are available.
- Listening to the staff and student voice and, where practicable, acting on their advice.

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- Dealing with complaints within their learning house.

*Parents are responsible for:*

- Supporting the Academy policy and procedures.
- Listening to issues raised by their children and where appropriate sharing them with Pastoral staff.
- Co-operating in investigations on allegations of bullying and playing a part in support packages and in remedial measures.

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