Anti-Bullying Policy
(including Cyber-Bullying)

The Peploe-Williams Academy has a zero-tolerance policy towards bullying. The scope, definition and aims of our policies and the measures we take relating to bullying and the school's strategy to prevent bullying behaviour are outlined below.

Scope

The policy addresses bullying behaviour, harassment and sexual harassment.
While this policy addresses issues related to the bullying of students (i.e. situations in which one or more students are the victim(s) of bullying), the policy applies to teaching and other school staff, parents/guardians, and others insofar as measures under the policy relate to them.

The policy will apply during time periods/activities as follows:
· Class Times (including break times)
· Rehearsals and Performance Periods

Rationale for Peploe-Williams Anti Bullying Policy

An Anti-Bullying Policy is a priority issue identified by the staff, students and parents since no school is immune from the problem of bullying.

Conduct

All students are expected to act in a polite and courteous manner.

The positive atmosphere in our classes is best served by punctual, enthusiastic students and can be seriously undermined by disruptive and unreliable members.

Students acting in an inappropriate manner or whose conduct could cause hurt or injury to others may not be admitted to class.

Objectives of Peploe-Williams Academy's Anti-Bullying Policy

1. To create a school ethos which encourages students to disclose and discuss incidents of bullying behaviour.
2. To raise awareness of bullying as an unacceptable form of behaviour with school management, teachers, students, parents/guardians.
3. To create a school that acknowledges, accommodates and respects a diversity of students
4. To take practical actions to prevent incidents of bullying behaviour e.g. to ensure comprehensive supervision and monitoring measures through which all areas of school activity are kept under observation
5. To develop procedures for reporting and recording incidents of bullying behaviour
6. To develop procedures for investigating and dealing with incidents of bullying behaviour

Definition of Bullying

Bullying is repeated aggression conducted by an individual or a group against others - such aggressive behaviour may be verbal, cyber, psychological or physical.

For the purposes of this policy, the term bullying also encompasses harassment and sexual harassment, defined as follows:

· Harassment: any form of unwanted conduct that has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading or offensive environment for the victim.
· Sexual harassment: any form of unwanted verbal, non-verbal or physical conduct of a sexual nature that has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading or offensive environment for the victim.

Types of Behaviour that are not tolerated:

- Physical aggression
- Damage to property
- Intimidation
- Gestures
- Silent telephone/mobile phone calls
- Abusive telephone/mobile phone calls
- Abusive text messages
- Abusive email/Facebook/Social media messaging
- The production, display or circulation of written words, pictures or other materials aimed at intimidating another person
- Isolation & exclusion
- Harassment e.g. sexual harassment, homophobic bullying, racist bullying etc
- Name calling
- A combination of any of the types listed
- Actions to prevent bullying behaviour
- Publishing and Publicising an Anti-Bullying Policy
- Supervision and Monitoring

Anti-Bullying Procedures

These procedures are intended to reassure any student who is being bullied that he/she will be listened to and his/her case will be dealt with seriously. They are also intended to enable those involved to recognise the serious nature of bullying and to dissuade them from participating in or supporting bullying behaviour.

Parents/Guardians are encouraged to contact the Class Teacher/Management immediately if they suspect or know that a child is being bullied. Parents are encouraged to keep a record of any incidents of bullying, noting who, what, when and where.

Investigation of incidents of alleged bullying will be conducted in a manner that affords full rights to those concerned in accordance with natural justice.

While every case will be dealt with sensitively no absolute guarantee of confidentiality can be given to a person making a complaint.

The steps that are taken in dealing with bullying incidents

Where an incident of bullying is observed by or reported to a member of staff the following measures will be taken:
- The class teacher will speak with the accuser to ascertain what has taken place.
- The class teacher will monitor closely the activities of the respective students and their classmates.
- Persons involved in or witnessing alleged incidents of bullying are asked to write an account of the incident. This does not necessarily imply that these persons have engaged in bullying behaviour.
- The investigation and questioning will be sensitive to the needs of those involved.
- The teacher will bring their findings to the attention of the management who will then take appropriate action.
- Those who have been found to have engaged in bullying will be encouraged to recognise the inappropriateness of such behaviour and the seriousness of its effects on others.
- They will also be encouraged to apologise for their behaviour to the victim in question. Peploe-Williams Academy recognises that often bullying is the result of a thoughtless action and once brought to the attention of the perpetrator can be simply resolved.
- A record of bullying incidents will be maintained and recorded in the Child Protection/Incident Report book, which is retained in the school's files.
- Where bullying behaviour has been established as having taken place and where there is a repeated or serious offence, the parents/guardians will be notified.

Parents/Guardians are expected to co-operate with these policies and to re-enforce them in the home.

Appropriate sanctions will be imposed which may ultimately result in exclusion from the school.

Sanctions and disciplinary procedures imposed in instances of bullying behaviour will have as their priority:
- The health and safety of all students
- Preservation of the anti-bullying ethos of the school
- Prevention of further occurrences
- Reconciliation between the parties to the bullying incident
- The effect on the perpetrator

Retaliation against students or others, following or during an investigation will be regarded as a very serious breach of discipline and will merit the most serious of sanctions.

Cyber Bullying

Key Safety Advice - For Children & Young People

1. Always respect others – be careful what you say online and what images you send.
2. Think before you send – whatever you send can be made public very quickly and could stay online forever.
3. Treat your password like your toothbrush – keep it to yourself. Only give your mobile number or personal website address to trusted friends.
4. Block the bully – learn how to block or report someone who is behaving badly.
5. Don't retaliate or reply!
6. Save the evidence – learn how to keep records of offending messages, pictures or online conversations.
7. Make sure you tell:
   - an adult you trust, or call a helpline like ChildLine on 0800 1111 in confidence;
   - the provider of the service; check the service provider's website to see where to report incidents;
   - your school – your form tutor or your Head of Year can help you.

Finally, don't just stand there – if you see cyber-bullying going on, support the victim and report the bullying. How would you feel if no one stood up for you?

Key Safety Advice - For Parents & Carers

1. Be aware, your child may as likely cyber-bully as be a target of cyber-bullying. Be alert to your child seeming upset after using the internet or their mobile phone. This might involve subtle comments or changes in relationships with friends. They might be unwilling to talk or be secretive about their online activities and mobile phone use.
2. Talk with your children and understand the ways in which they are using the internet and their mobile phone.
3. Use the tools on the service and turn on in-built internet safety features.
4. Remind your child not to retaliate.
5. Keep the evidence of offending emails, text messages or online conversations.
6. Report cyber-bullying:
   - Contact the school if it involves another student, so that appropriate action can be taken.
   - Contact the service provider.
   - If the cyber-bullying is a potential criminal offence, you should consider contacting the police.

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The table below explores the range of ways today's technology can be used.

Technology	Great for:	Examples of misuse:
Mobile phone	Keeping in touch by voice or text, taking and sending pictures and film, listening to music, playing games, going online and sending emails. Useful in emergency situations and for allowing children a greater sense of independence.	Sending nasty calls or text messages, including threats, intimidation, and harassment. Taking and sharing humiliating and/or inappropriate images. Videoing other people being harassed and sending these to other phones or internet sites.
Instant Messaging Services	Text or voice chatting live with friends online. A quick and effective way of keeping in touch even while working on other things.	Sending nasty messages or content. Using someone else's account to forward rude or mean messages via their contacts list.
Chatrooms & message boards	Groups of people around the world can text or voice chat live about common interests. For young people, this can be an easy way to meet new people and explore issues which they are too shy to talk about in person.	Sending nasty or threatening anonymous messages. Groups of people deciding to pick on or ignore individuals. Making friends under false pretences – people pretending to be someone they're not in order to get personal information that they can misuse in a range of ways – e.g. by spreading secrets or blackmailing.
Emails	Sending electronic letters, pictures and other files quickly and cheaply anywhere in the world.	Sending nasty or threatening messages. Forwarding unsuitable content including images and video clips, or sending computer viruses. Accessing someone else's account, e.g. to forward personal emails or delete emails.

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Webcams	Taking pictures or recording messages. Being able to see and talk to someone live on your computer screen. Bringing far-off places to life or video conferencing.	Making and sending inappropriate content. Persuading or threatening young people to act in inappropriate ways. Using inappropriate recordings to manipulate young people.
Social network sites	Socialising with your friends and making new ones within online communities. Allowing young people to be creative online, even publishing online music. Personalising homepages and profiles, creating and uploading content.	Posting nasty comments, humiliating images / video. Accessing another person's account details and sending unpleasant messages, deleting information or making private information public. Groups of people picking on individuals by excluding them. Creating fake profiles to pretend to be someone else, e.g. to bully, harass or get the person into trouble.
Video hosting sites	Accessing useful educational, entertaining and original creative video content and uploading your own.	Posting embarrassing, humiliating film of someone
Virtual Learning Environment	School site, usually available from home and school, set up for tracking and recording student assignments, classwork and homework, tests and activities, messaging.	Posting inappropriate messages or images. Hacking into someone else's account to post inappropriate comments or delete schoolwork.
Gaming sites Consoles & Virtual worlds	Live text or voice chat during online gaming between players across the world, or on handheld consoles with people in the same local area. Virtual worlds let users design their own avatars – a figure that represents them in the virtual world.	Name-calling, making abusive / derogatory remarks. Players may pick on weaker or less experienced users, repeatedly killing their characters. Forwarding unwanted messages to other devices in the immediate vicinity.