



## Anti-Bullying Policy – DCP 001

**Policy Owner:** Trudy Spillane

**Policy Date:** 7 March 2017

### Introduction

Pupils have the right to be taught in a supportive, caring and safe environment. Bullying, both physical and non-physical together with the fear it creates, undermines this environment and damages pupils' educational opportunities and their personal wellbeing.

Drapers' Multi-Academy Trust (MAT) has a zero-tolerance approach to all forms of bullying. All staff must be alert to the signs of bullying and act firmly and promptly against it in accordance with this policy.

### Scope

This policy applies to all directors, governors, staff and pupils of the Drapers' Multi-Academy Trust. It also applies to parents and carers of pupils at schools within the MAT, who formally confirm that they will abide by our policies when their children join our schools.

Each school within the MAT must ensure that the contents of this policy are communicated to all staff. This communication must be evidenced in writing and refreshed on an annual basis. All parents must formally accept this policy when their children join a MAT school and this acceptance must be evidenced in writing through the Home-School Agreement.

Each school within the MAT must publish this policy on its website.

### Definitions

- Bullying:** Bullying covers all kinds of violence, harm and intimidation inflicted by another, where the intent is to cause hurt or distress or embarrassment or humiliation.
- Typical forms of bullying include:
- Physical (e.g. hitting, kicking, theft)
  - Verbal (e.g. name-calling, racist remarks)
  - Indirect (e.g. spreading rumours, excluding someone from social groups)
  - Cyber bullying
- Child** Anyone under the age of 18.
- COO** Chief Operating Officer.
- LGB** Local Governing Body, with delegated powers of governance from the board of the MAT.



<b>MAT</b>	Drapers' Multi-Academy Trust.
<b>Parent</b>	Those having parental responsibility for the care of a Child (including Carers).
<b>Pupil</b>	Anyone enrolled at a MAT school (including students in Years 12 and 13).
<b>Sanctions</b>	Punitive measures defined in the Pupil Disciplinary Sanctions Policy.
<b>SLT</b>	Senior Leadership Team.
<b>SLT-AB</b>	The Member of the Senior Leadership Team responsible for anti-bullying.
<b>SMSCD</b>	Spiritual, Moral, Social and Cultural Development
<b>Staff</b>	Anyone employed by the MAT.

### **Policy**

1. Each school within the MAT must appoint a member of its SLT with responsibility for the operation of this policy (SLT-AB).
2. Each school within the MAT must raise pupils' awareness of bullying through such means as SMSCD lessons, assemblies and form tutorials. Pupils must be clear that there is zero-tolerance of bullying and that all incidents will be treated with the utmost rigour.
3. Each school within the MAT must encourage pupils to report bullying and ensure that there is no adverse impact on any child for making such a report.
4. Staff members who feel that they are being bullied should report their concerns to the Principal. If this is not appropriate, they should make their report to the Chairman of the LGB. No member of staff will be penalised for making such a report in good faith.

### **Procedural Steps - Pupils**

5. If bullying is suspected by, or reported to, a member of staff, they must investigate and deal with it.
6. Following investigation, the incident and the action taken must be recorded in writing and reported to the SLT-AB appointed.
7. The SLT-AB will interview all concerned and keep a file note of the interviews.
8. Based on the evidence, the SLT-AB will determine the appropriate sanctions to be applied. These may range from an official warning up to and including permanent exclusion (according to the procedures and approval requirements set out in the Pupil Disciplinary Sanctions Policy – DCP 018).
9. The SLT-AB will inform the relevant Pastoral Manager (Secondary schools) or teacher (Primary schools), who will be responsible for monitoring the Pupils involved and informing other members of staff as necessary.

10. The SLT-AB will determine whether the incident is serious enough for the parents to be informed and to be involved in the monitoring process.
11. The Pastoral Manager (Secondary schools) or teacher (Primary schools) will determine when the behaviour has been sufficiently improved that the incident can be closed. They will inform the SLT-AB who will formally close the record.
12. The SLT-AB will determine which measures are necessary to support the pupils who have been bullied and will make the appropriate arrangements.

#### **Procedural Steps – Staff**

13. Reports of staff bullying will be dealt with according to the Staff Grievance Policy – DCP 007.

#### **Disputes**

14. Any parent who has a concern or complaint regarding the application of this policy should follow the procedures set out in the Complaints Policy – DCP 002.

#### **Review**

15. The policy owner must keep up to date with relevant legislation and government guidance and update this policy whenever necessary. The board of the MAT must approve the revised version.
16. The policy owner must review the policy at the end of July each year and either submit a revised policy for board approval or confirm in writing to the COO that the current version of this policy is still fit for purpose.
17. The COO must submit a list of all confirmed policies to the board at the first meeting of each new academic year.
18. The MAT board must formally review and re-approve this policy every five years.