



Anti-Bullying Policy

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1 STATEMENT OF INTENT

Knowledge Gate International School is committed to providing a caring and safe environment for all students so that they can learn in a secure atmosphere. Bullying of any kind is unacceptable in our School. If bullying does occur, all students should feel able to tell and know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell staff.

What is bullying?

Bullying is intimidating, aggressive or insulting behaviour by an individual or group, often repeated over a period of time, which hurts or harms, physically or psychologically.

Examples of bullying can be:

Verbal	name-calling, sarcasm, spreading rumours, teasing
Emotional	being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
Physical	pushing, kicking, hitting, punching or any use of violence
Racial	racial taunts, graffiti, gestures
Sexual	unwanted physical contact or sexually abusive comments; Homophobic because of, or focusing on the issue of sexuality
Cyber	all areas of the Internet, such as email and social media misuse; Mobile phone threats by text messaging and calls and misuse of associated technology, i.e. camera and video facilities

2 STAFF PROCEDURES

What to do if you think a student is being bullied

Watch for early signs of distress in students, remembering that younger children may not understand that they are being bullied. Encourage the student to talk about his/her experiences. It may help the student just to be aware that someone else knows. If you believe a student may be being bullied or at risk of being bullied, tell their Homeroom Teacher in the first instance.

What to do if a student complains of being bullied

- Get a complete account of the incident or incidents. Are there friends, classmates or witnesses who can verify any accounts?
- Get a written statement from the student(s), scribing if necessary
- If you can identify the bullies as other students from the School, talk to the relevant Pastoral Lead or a member of the School Leadership Team (SLT)
- The bullies should be spoken to regarding the complaint. An informal warning may be sufficient. If necessary, the School Behaviour Policy will be applied.
- The student's Pastoral Lead must be informed as to what has happened

- If necessary, the Pastoral Lead will arrange for a member of staff, approved by the student either being bullied or at risk of being bullied, to offer support until such time as the student and his/her parent are satisfied that conditions have returned to normal
- It may be appropriate to get the bully and victim together to give their respective accounts and propose/agree to a solution – this may be preferable to: -
 - further sanctions (detention, exclusion)
 - a written record on student's School file (affecting future references)
 - parents being contacted
 - contacting the police (if the incident is serious)
- It may be appropriate to conduct separate follow-up meetings with the victim and bully to ensure that the problems have been sorted out
- parents of both parties must always be contacted if an allegation of bullying is being investigated.

What to do if you see a student being bullied

- Challenge the student responsible – recording names and Homeroom groups
- Record the incident in writing
- Depending on the nature of the incident, it may be necessary to call the SLT member on duty who will follow the procedures outlined in the policy.
- Inform the Homeroom Teacher and/or Pastoral Lead

The Pastoral Lead may arrange for a meeting to discuss the incident – pointing out possible scenarios:

- further sanctions (detention, exclusion)
- a written record on student's School file (affecting future references)
- parents being contacted
- contacting the police (if the incident is serious)

The meeting may involve students (bullies and victims) and any such adults as may be considered appropriate – Homeroom Teacher, parents, SENDCo.:

- A follow-up meeting with the victim must take place to ensure that the situation has been resolved and that the student knows that he or she is supported by the School.
- A follow-up meeting with the bully must take place to ensure that the student is supported in modifying his or her behaviour. Targets may be set and progress towards them reviewed. Support for the bully may involve referral to another agency.

Sanctions

Once any form of bullying has been established, a full write up should take place and be recorded by the bully's Pastoral Lead. In general and depending on the nature of bullying the following sanctions may be applied and recorded on the student's file:

Step 1	Bullies will receive a warning and/or detention.
Step 2	For continued bullying a written warning to be sent home alongside detentions and/or internal exclusion.
Step 3	For further Bullying, Fixed term external exclusion
Step 4	For further Bullying, Long fixed term or permanent exclusion

Steps 1 and 2 may be bypassed for serious incidents of bullying.

Possible signs that a student is being bullied

- A student may appear unusually withdrawn and uncommunicative
- He or she may be unable to concentrate in class
- His or her behaviour may change e.g. a student's participation in School and other activities may reduce
- He or she may experience psychosomatic complaints
- He or she may have unexplained cuts/bruises – or give unconvincing explanations
- There may be unaccountable and repeated damage or loss to bags, books, equipment and money
- There may be intermittent and/or long term absences from School
- A student may truant from the School

Strategies to change the behaviour of the bully

We believe that the bully can be helped to develop better ways of behaving. To promote this we try always to ensure that:-

- everyone knows and understands what bullying is and why bullies bully
- everyone knows and understands that bullying is unacceptable
- students are taught through the annual whole school anti-bullying week and also through form sessions the difference between bullying and general falling out
- students are taught how to be appropriately assertive
- students are taught how to spot bullying and to intervene and report it
- incidents of bullying are dealt with in a timely fashion
- the bully is called to account in a firm, but supportive manner
- the bully is subsequently supervised and supported in learning more appropriate ways of interacting with other students
- students are empowered to help both the victim and the bully

The School works towards high self-esteem for all its students. Those who have been involved in bullying or harassment are helped to find alternative ways of gaining status and self-esteem. Victims are supported and given access to ways of regaining self-esteem and confidence.

The following strategies written by students for students are reviewed annually through Homeroom Groups and should be displayed around the School:

Anti-bullying protocol for students

What to do if you are being bullied

- Find a member of staff who you can talk to. This member of staff will probably be able to help but remember that if you want the matter to remain confidential then the teacher will not be able to promise this
- Talk to Student Council representatives
- Tell a friend whom you can trust
- Tell anyone that you feel you can trust

Steps to tackle bullies

- Give as complete an account as you can of what has happened to you
- Are there friends, classmates or witnesses who can back up your story?
- You may have to give a written account of what has happened to you. Try to get a written statement from witnesses
- Head Boys and Girls can talk to bullies about why they bully

What you do if you see a student being bullied

- Find a member of staff, or a Head Boy/Girl, and tell them exactly what has happened
- Challenge the students responsible if you feel that you are able
- Record the names and Homeroom groups of the bullies

Possible signs that a person is being bullied

- A student may appear to be unusually withdrawn or quiet
- He or she may be unable to concentrate in class
- His or her behaviour may change
- He or she may have unexplained cuts and bruises or give unconvincing explanations for these
- He or she may be truanting lessons or having days off without a good reason