

## **Kemnay Academy Anti-Bullying Policy (DRAFT – June 2019)**

The Kemnay Academy Anti-Bullying Policy should be read in conjunction with the schools 'Promoting Positive Relationships Strategy'. It also sits within a suite of resources to support all stakeholders in ensuring cases of alleged bullying are dealt with efficiently and effectively in order to ensure we are getting it right for all of our pupils.

### **Our Stance**

Bullying in any form is intolerable and unacceptable. The Equality Act 2010 protects us all. Every person has one or more of the 9 defined protected characteristics and research has identified that bullying can be linked to some of the protected characteristics. These are:

1. Age
2. Disability
3. Gender reassignment
4. Pregnancy and maternity
5. Race
6. Religion or belief
7. Sex ( gender)
8. Sexual orientation
9. Marriage and civil partnership

Parents/carers, pupils and teachers have a responsibility to work in partnership to maintain a high standard of behaviour and an environment free from bullying behaviour. Here at Kemnay Academy we believe that everyone should be treated equally and with respect. Our responsibilities include tackling unlawful discrimination and includes promoting and encouraging equal opportunities.

### **Definition**

#### ***(As adopted by Kemnay Academy and Aberdeenshire Council)***

Bullying takes place when the actions of an individual or group of people cause harm to someone by taking advantage of an imbalance of power within a relationship (whether perceived or real). Bullying behaviour is abusive.

Bullying behaviour is often displayed as a result of past experiences which affect and impact on current actions.

Bullying can be verbal, physical, mental/emotional or cyber. It can be intentional or unintentional, direct or indirect, persistent, or a one off incident. People who experience bullying behaviour feel vulnerable and/or socially isolated.

### **Prevention and Communication**

At Kemnay Academy we are working together to raise awareness and educate our pupils, staff and parents about bullying behaviour. It is essential that all parties are clear on what to do when bullying behaviour is displayed and that they know how to access support for those involved. Our approach for prevention is outlined in our accompanying 'Promoting Positive Relationships Strategy'. Our Anti-Bullying Policy will be widely publicised and shared with all stakeholders and will be maintained on our school website. We will regularly promote the work of our 'Anti-bullying Focus Group' and the progress of our 'Promoting Positive Relationships Strategy'.

## **Our Response to Allegations of Bullying Behaviour**

At Kemnay Academy we work hard to maintain a consistent approach to instances of alleged bullying behaviour. When responding to and managing an incident of alleged bullying behaviour, the main consideration will always be the management and minimisation of harm and risk to the pupils involved and the effective resolution of the issue. Investigating and resolving an alleged bullying issue will always be given high priority and where necessary immediate action will be taken by following the approach outlined below.

### **1. Informing the appropriate staff members**

When bullying behaviour has been displayed it is important that this information is shared with the Principal Teacher of Guidance of all of the pupils involved. This information will then be appropriately recorded and updated as the situation progresses. All staff members have a responsibility to address any concerns of bullying behaviour and to support the pupils involved. All pupils are reminded of their responsibility to report any instances of bullying behaviour they become aware of to a member of staff they feel comfortable with. Parents/carers are reminded that any concerns they may have in relation to bullying behaviour involving their own child or others should be shared with their child's Guidance teacher.

### **2. Investigating the allegation**

All individuals involved will be spoken to in a timely manner, and with appropriate sensitivity and privacy. All dialogue will be frank and honest and will allow pupils involved to share details of the incident(s), including what they may have witnessed or experienced and the actions taken by themselves and others. At all stages consideration will be given to the feelings and emotions experienced by each of the individuals involved, respecting the different view points. Where necessary further accounts will be sought from other potential witnesses.

In depth discussion will take place with the person experiencing the bullying behaviour in relation to how they wish things to proceed. Their viewpoint will be taken into consideration and respected wherever possible, however in some instances where matters are more serious, a course of action may need to be pursued by staff members in order to ensure the safety and wellbeing of a pupil(s). All pupils involved will be kept informed of the actions of the staff member(s) involved as far as is reasonable possible and appropriate.

### **3. Addressing the behaviour**

Once the detail of the incident(s) has been established, appropriate measures will then be taken to address this behaviour. Every situation will be considered on a case by case basis and whilst the approach will remain the same, the specific actions carried out will be relevant and proportionate to the specific circumstances of the incident.

- All parties will be encouraged to see matters from the other's perspectives and where appropriate from an outsiders, objective point of view. There will be particular focus on the impact of actions.

- All pupils will be reminded they are accountable for their own actions and discussion about their individual role will be explicit. This is particularly important in incidents which involve several individuals.
- Where bullying behaviour has been displayed this will be made clear and pupil(s) will be reminded of the expectations we have for all pupils in line with the Kemnay Academy vision and values.
- Pupils displaying bullying behaviour will be supported to take responsibility for their actions. This will encourage a greater understanding of the problem by all concerned and will support the resolution of the matter.
- Through discussion with the pupils involved, bringing the two parties together to mediate a resolution will be sought if appropriate.
- Practical strategies to support the pupils involved will be shared individually with the pupils. This may include strategies to promote a sense of comfort and safety within classrooms and during social times, addressing external commentary and ensuring clear paths of communication remain open. When necessary further interventions/strategies will be employed on a case by case basis depending on the nature and severity of the incident.
- All parties will also be made explicitly aware of the next steps and consequences should any further issues occur.
- Through discussion with the pupils involved, the parents of all relevant parties will be informed of the incident and information about the support strategies that will be put in place for their child will be shared and discussed. Where it is felt necessary, parents may be invited in to discuss the situation in more detail depending on the nature and severity of the incident. This will allow parents to be fully aware of the circumstances for their child and be reassured that action has been taken. This communication will be prioritised and be undertaken in a timely manner. Parents/carers will be reminded to contact the Principal Teacher of Guidance should they have any further concerns following discussion with their child, or over subsequent days following the incident.
- The record of the incident will be updated using the RAMBIS feature within SEEMiS and when necessary the relevant member of the Senior Management Team (House Link/DHT Pupil Support) will be informed of the incident and its outcome.

### **Ongoing Work**

- All relevant staff members will have been made aware of the situation and will support the on-going monitoring of the relationships between parties, and updates will be shared with the Principal Teacher of Guidance.
- As part of the support package put in place for all pupils involved in such incidents, an appropriate member of staff will be identified to regularly check in with the pupil(s) to ensure there are no further concerns and that the resolution has been achieved. The timescales around this will be agreed with the pupil when initial intervention takes place. This will ensure the pupil feels listened to and supported and that action has been taken. It also provides further opportunity for them to raise any further concerns.
- Any further concerns raised will be addressed and matters will be followed up with a proportionate but increasing response. The course of action will be decided on a case by case basis, taking account of factors relevant to each person involved, and the mental/emotional wellbeing of pupils involved.
- Principal Teachers of Guidance will make further contact with parents/carers to ensure that they are aware of the progress of the situation and to ensure that a resolution has been

achieved. Timescales around this will be, timely and manageable and will be agreed at the point of first contact.

- The pupil record will be updated to reflect the progress with the matter.
- If another pupil has reported a case of bullying they have witnessed against someone else the relevant Principal Teacher of Guidance will ensure they are recognised for their actions and that they are reassured the matter has been dealt with.

#### **4. Monitoring and Review**

- Principal Teachers of Guidance will continue to monitor and review their caseload for repeated cases of bullying behaviour from individuals and/or against specific individuals and will discuss and address this as appropriate in conjunction with their House Link within the Senior Management Team.
- Principal Teachers of Guidance will maintain an overview of cases of bullying within their house group and will provide regular updates to the DHT Pupil Support. Consideration will be given to common themes within bullying cases and this will then inform classroom delivery in PSE and our whole school approach as we continue with our 'Promoting Positive Relationships Strategy'.
- All data gathered will be used to support the actions of the 'Promoting Positive Relationships Strategy'. This information will also be shared with Aberdeenshire Council Education and Children's Services as required.
- The Anti-Bullying Policy will continue to be evaluated through use of statistical data and the view points of all stakeholders. It will be formally reviewed and revised every 3 years.
- The Anti-Bullying Focus Group will be an ongoing focus group within the school, with new members sought on an annual basis. This group will influence the evolution of the Kemnay Academy 'Promoting Positive Relationships Strategy' and take forward the subsequent actions points.
- All stakeholders will be kept informed of the progress of our 'Promoting Positive Relationships Strategy' through regular publicised updates.

**By working together with all stakeholders we want to instil confidence that all allegations of bullying will be dealt with effectively and efficiently at Kemnay Academy. By continuing our work on our 'Promoting Positive Relationships strategy' we want to continue to develop an ethos of respect which is felt by all members of the school community.**