

## **KEMNAY ACDEMY**

### **ANTI-BULLYING POLICY – A GUIDE FOR PARENTS/CARERS**

This summary document should be read in conjunction with the Kemnay Academy Anti-Bullying Policy and the Kemnay Academy Promoting Positive Relationships Strategy. It is designed to provide an overview of the actions you should take if you become aware of alleged bullying within Kemnay Academy, involving your own child or other young people.

#### **Kemnay Academy's Stance on Bullying**

Bullying in any form is intolerable and unacceptable. Here at Kemnay Academy we believe that everyone should be treated equally and with respect. Our responsibilities include tackling unlawful discrimination and promoting and encouraging equal opportunities, with consideration given to the 9 protected characteristics as outlined in the Equality Act, 2010.

#### **Definition of Bullying**

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 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.

#### **Parents working in partnership with Kemnay Academy**

If you have concerns that your child has experienced bullying behaviour towards them it is important that you inform your child's Guidance teacher as soon as possible. If you have any concerns relating to matters that take place in the local community in the evening or weekends, or on social media out with school, you should contact Police Scotland for advice and support.

If you have any concerns that another child in the school is experiencing bullying behaviour, we would ask that you contact your child's Guidance teacher to pass on your concerns in the first instance.

We would also advise all parents to refrain from making reference to any concerns of this nature on social media.

#### **What will happen next?**

By sharing as much information as you can with us, we can then look to investigate the matter in more depth and ensure an appropriate resolution is sought.

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).

Where bullying behaviour has been displayed, school staff will determine the appropriate course of action to be taken. This will be determined on a case by case basis but wherever possible, this will include adopting a restorative approach. This is in line with both national and local advice and guidance.

Consideration will also be given to whether support measures are required for the young person who has experienced the bullying behaviour.

The parents of all relevant parties will be informed of the allegations and discussion will take place regarding any supportive measures that may be required for your child. 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.

Please be aware that we cannot disclose any information regarding other pupils as we have to maintain confidentiality. This includes any detailed information on action that may have been taken by the school.

All communication with home will be prioritised and 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.

Principal Teachers of Guidance will continue to monitor the situation for those involved and follow up directly with pupils before providing a further update to parents/carers. The timescales around this will have been discussed and agreed at the previous point of contact.

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 ensure an accurate record of any bullying incident is maintained within the pupil(s) file, and where appropriate within the Bullying and Equalities record for the school.

**For any further queries regarding the Kemnay Academy Anti-Bullying Policy or the Promoting Positive Relationships Strategy, please see the DHT Pupil Support in the first instance.**