



Da Vinci Academy
A L.E.A.D. Academy

Anti-Bullying Policy

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Date of policy: September 2016

Review date: September 2017

Member of staff responsible: Carolyn Stone

Da Vinci Charter for Action

At Da Vinci we believe that:

- bullying is unacceptable
- bullying is a problem to which solutions can be found
- seeking help and telling someone is important
- everyone will be listened to and taken seriously
- everyone should feel comfortable in our Academy
- everyone is responsible for making sure that bullying does not happen
- everyone should feel comfortable to ask for help and support
- bullying prevents students achieving their full potential and affects standards of achievement and aspirations

1. The National and Legal Context

This policy takes full account of the Academy's legal obligations under the Education Inspections Act of 2006 to:

- promote the well-being of pupils in the Academy
- develop a policy which encourages good behaviour and respect for others on the part of pupils and, in particular preventing all forms of bullying amongst pupils
- establish procedures for dealing with complaints about bullying.

Recording of Incidents

From September 2009 it is a legal requirement for Academies to record all incidents of bullying. To meet this requirement we:

- keep a record of individual incidents of bullying. **An incident recording sheet can be found in the appendix to this policy**
- compile an annual record of bullying incidents which is returned to the Local Authority at the end of every academic year. **An annual recording sheet can be found in the appendix to this policy**
- ensure that an annual analysis of the bullying record is undertaken by the Academy including members of the senior leadership team and the governing body

The September 2016 Keeping Children Safe in Education states that all staff should be aware that safeguarding issues can manifest themselves via peer on peer abuse and this is likely to include incidents of bullying, including cyber-bullying. Peer-on-peer abuse is abuse and cannot be passed off as "banter" or "part of growing up".

2. a) Definition of Bullying

Bullying can be defined in a number of ways. At Da Vinci we follow the DCSF Safe to Learn, 2007, guidance which defines bullying as:

“Behaviour by an individual or group usually repeated over time, that intentionally hurts another individual or group either physically or emotionally”.

Bullying can be direct or indirect and includes:

Verbal – name-calling, taunting, mocking, making offensive comments and teasing.

Physical – kicking, hitting, punching, pushing and pinching.

Emotional - producing offensive graffiti, excluding people from groups, spreading hurtful and untrue rumours, being forced to do things against own will and taking belongings or money.

Cyber – offensive text messaging and e-mailing and sending degrading images by phone or the internet, Facebook messages, Instagram messages, messages via BBM (Blackberry Messenger service)

Racial - racial taunts, graffiti, gestures

Sexual - unwanted physical contact or sexually abusive comments

Homophobic/trans-phobic – offensive name calling, taunts, threats, rumours, mocking etc.

Bullying can take place between students, between students and staff; or between staff; by individuals or groups; face to face, indirectly or using a range of cyber bullying methods. It can happen in isolation, or quite often, in the presence of others.

People who are victims of bullying frequently, but not exclusively, are bullied as a result of:

- race, religion or culture
- special educational needs or disability
- appearance or health conditions
- sexual orientation
- gender
- home circumstance including looked-after-children and young carers.

4. Aims of the Policy

- to make Da Vinci an enjoyable place to be
- to make sure that everyone at Da Vinci knows that bullying is not allowed
- to make sure that everyone feels safe
- to deal with bullying in the best way possible
- to protect and support victims and make sure they are listened to
- to make sure that everyone knows that they are responsible for stopping bullying
- to empower students with strategies to safely and assertively deal with potential bullying before it develops
- educate bullies in how to develop positive relationships and put their assertiveness to good use
- to make sure that the bullet points above happen all of the time

5. Procedures and Dealing with Incidents

a) Role of students and staff in reporting and recording a bullying or harassment incident involving students

Everyone has a responsibility to report incidents of bullying or to share their concerns with a member of the Academy community.

In order to coordinate our work more effectively, Claire Meakin will work with the Deputy Head and other members of staff to coordinate and carefully monitor incidents of bullying.

We have clear procedures for recording incidents of suspected bullying. **See Appendix 1 for Anti-Bullying Immediate Response Chart, which shows how we expect staff to respond.**

b) Guidance for adults experiencing bullying

The responses may be broadly similar or vary greatly to the response chart if it is an adult being bullied. If you are experiencing bullying as an adult:

- seek advice and information from your union
- share your concerns with a trusted colleague
- make a record of all incidents and date them
- if you feel your situation is not being resolved then you should follow the Academy's formal procedures as adopted by the governing body.

c) Consequences

Students will receive consequences depending on how serious the incident is following investigation and if the issues continue. These consequences include:

- being given a warning from Pastoral Leader or Claire Meakin
- a phone call home made by the Pastoral Leader or Claire Meakin
- meeting with Claire to talk about the problem
- work in the Hub to look at areas of concern
- spend time in the Consequence Room or Reflection Room
- a meeting with parents/ carer and the Academy
- signing a cooperation contract
- a letter sent home to warn that any further incidents will result in a Pre-exclusion letter being issued
- spend time in in Seclusion at another Academy
- a period of Exclusion (the length of time will depend on the circumstances)
- meeting with member of SLT
- a Governors meeting
- Permanent exclusion which means that the student will not be allowed to return to Da Vinci ever again

6. Strategies to Reduce Bullying

The Academy has adopted a range of strategies to prevent and reduce bullying, to raise awareness of bullying and support victims and those displaying bullying behaviour including:

- Circle Time
- Assemblies
- Worry boxes
- Extensive work through PSHCE programmes
- Social and Emotional Aspects of Learning – SEAL small group work
- Direct Consequences (see above)
- Access to learning mentor with counselling expertise
- Training for all members of staff on anti-bullying policy and strategy.

Students who bully are supported by their form tutor and Pastoral Leader who will discuss the issues with them. The Hub is also available to support students who engage in bullying behaviour to help them understand how to interact with their peers in a positive way.

7. Monitoring Arrangements

This policy will be evaluated and updated where necessary bi-annually by the whole Academy. The views of students, parents and staff will be used to make changes and improvements to the policy on an ongoing basis.

The senior leadership team and governors will, on an annual basis, analyse the Academy's anti-bullying data, identify trends and evaluate the effectiveness of anti-bullying strategies.

Appendices

- Appendix 1 - Anti-Bullying Immediate Response Chart
- Appendix 2 - Academy Bullying Incident Form
- Appendix 3 - LA Monitoring of Bullying Incidents Form
- Appendix 4 - LA Monitoring of Effective Anti-Bullying Strategies Form

9 Policy Review

Review date: September 2017

Head



Chair of Governors



Appendices

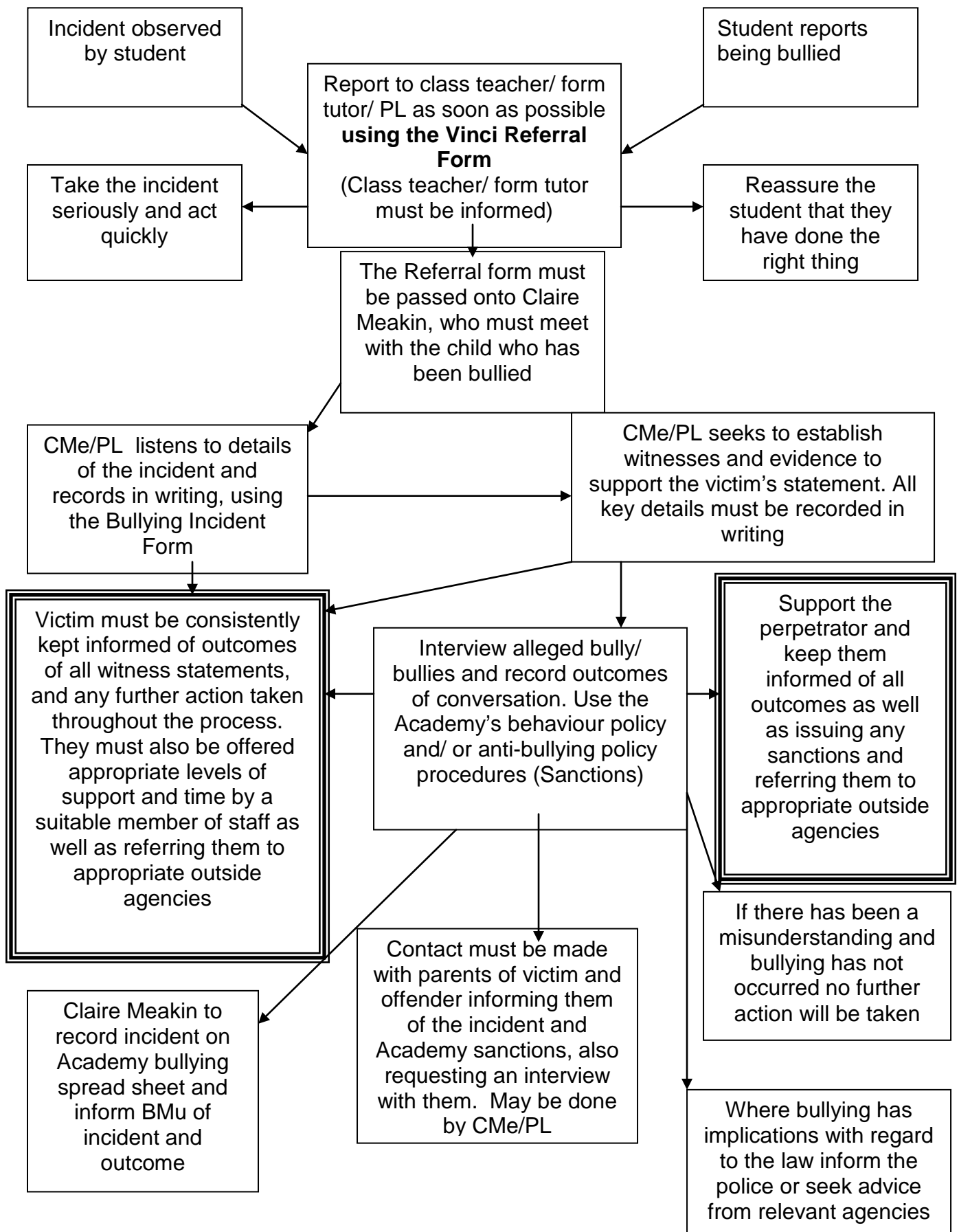
- **Appendix 1**
Anti-Bullying Immediate Response Chart

- **Appendix 3**
Academy Bullying Incident Form

- **Appendix 4**
LA Monitoring of Bullying Incidents Form

- **Appendix 5**
LA Monitoring of Effective Anti-bullying Strategies Form

Appendix 1
Anti-Bullying Immediate Response Chart – Staff



Appendix 2
Da Vinci Bullying Incident and Reporting Form

Remember at Vinci, we define Bullying as

“Behaviour by an individual or group usually repeated over time, that intentionally hurts another individual or group either physically or emotionally”. It can also be a one off, serious incident.

Report from _____ (Staff)

Date of incident: _____

Time of incident: _____

Name of Victim: Male <input type="checkbox"/> Female <input type="checkbox"/> Ethnicity:	Name of Perpetrator: Male <input type="checkbox"/> Female <input type="checkbox"/> Ethnicity:
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Indicate type of incident – please tick

Verbal	Physical
Name-calling	Kicking
Taunting	Hitting
Mocking	Punching
Making offensive comments	Pushing
Teasing	Pinching
Other - please state	Other -please state
Emotional	Cyber
Offensive graffiti	Offensive text messages
Excluding from group	Offensive e-mails
Spreading rumours	Sending degrading images
Being forced to do something against own will	Other - please state
Taking possessions/money	
Other -please state	

If you feel the bullying incident was in any way motivated by any of the following please indicate with a tick.

Appearance <input type="checkbox"/>	Disability <input type="checkbox"/>	Home circumstances <input type="checkbox"/>
Gender <input type="checkbox"/>	Race/ethnic origin <input type="checkbox"/>	Medical condition <input type="checkbox"/>
Religion <input type="checkbox"/>	Sexuality <input type="checkbox"/>	

Brief description of incident

Action taken

Continued over . . .

Did the incident lead to the perpetrator(s) being excluded? yes/no

Have you had contact with the victim's parent/carer? yes/no

Have you had contact with the perpetrator's parent/carer? yes/no

Have you reported this incident to any other agencies? yes/no
If 'yes' which agencies?

Signed _____ Role _____

Return to Carolyn Stone

Appendix 3

LA Monitoring of Bullying Incidents Form

Academy Name: _____

Academic Year: _____

Please indicate the total number of incidents in the appropriate box at the end of each academic year. The LA will not identify individual Academies in any public sharing of data with key partners.

Verbal	Number	Physical	Number
Name-calling		Kicking	
Taunting		Hitting	
Mocking		Punching	
Making offensive comments		Pushing	
Teasing		Pinching	
Other - please state		Other - please state	
Emotional	Number	Cyber	Number
Offensive graffiti		Offensive text messages	
Excluding from group		Offensive e-mails	
Spreading rumours		Sending degrading images	
Being forced to do something against own will		Other - please state	
Taking possessions/money			
Other - please state			

Please indicate the number of exclusions made due to bullying

Fixed-term Permanent

Please indicate the number of incidents recorded which you felt were motivated by any of the following.

Appearance	<input type="text"/>	Disability	<input type="text"/>	Home circumstances	<input type="text"/>
Gender	<input type="text"/>	Race/ethnic origin	<input type="text"/>	Medical condition	<input type="text"/>
Religion	<input type="text"/>	Sexuality	<input type="text"/>		

Signed by Senior Manager: _____

Date: _____

Appendix 1
Anti-Bullying Immediate Response Chart – student version

