



Cardiff Academy

ANTI-BULLYING POLICY

**September
2018**

Date approved: September 2018
Approved by: Principal
Frequency of review: Every three years
Last review: September 2018
Next review due: September 2021



ANTI-BULLYING POLICY

PURPOSE

At Cardiff Academy, we believe that although students are generally kind and considerate to each other, there is a need to be constantly vigilant to eliminate any instances of behaviour that is upsetting or otherwise stressful to the recipient. This policy document is closely linked to our Student Behaviour Policy. Its purpose is to;

- Clearly define the School's stance in relation to bullying.
- Provide a framework that enables all staff to take a fair and consistent approach when dealing with instances of bullying.
- Provide a clear framework for complaints by students and/or parents against other Cardiff Academy students or staff in relation to bullying or any other matter.

DEFINITION

Cardiff Academy does not accept bullying under any circumstances. Bullying is defined as behaviour which, either intentionally or unintentionally, upsets or intimidates another student or students. Forms of bullying include:

Name calling

Damaging or stealing property belonging to somebody else

Coercion into actions contrary to the wishes of the victim(s)

Violent behaviour or assault

Punching, pushing, pinching, hitting or kicking

Teasing

Intimidation

Damage to school work and/or equipment belonging to somebody else

Threats

Offensive comments

Spreading rumours

Excluding people from groups or activities

It is important that pupils learn that one person's good natured teasing may, to another person, be unkind and even cruel bullying.

It is not necessarily the way that behaviour is intended, but the way it is received that is important in identifying and tackling instances of bullying.

It is understood that students can both bully and be bullied at the same time. Although some students are vulnerable to bullying because of physical or social characteristics, anyone can be bullied for any reason or difference. Individuals may resort to bullying for a range of reasons and the School will seek to support the bully as well as the bullied.



Bullying by Members of Staff

Staff must remain aware of the way their own behaviour is received and take care not to bully students or other members of staff. Forms of bullying by staff may include:

Teasing students about physical features or characteristics that they have little or no control over.

Inappropriate displays of bad temper.

Ridiculing the work of a student in front of others

Showing inconsistency in the way punishments or rewards are applied

Physically intimidating students

Insulting or swearing at other members of staff

Belittling the actions or work of other members of staff

Criticising colleagues in ways that are not constructive, or are unnecessarily personal

Staff must always remember that an important part of education is to lead by example.

Bullying by members of staff will be treated as a disciplinary matter.

ROLES AND RESPONSIBILITIES

Staff: Dr. Wilson and Mrs. Davies have overall responsibility for student behaviour at Cardiff Academy. However, our teaching staff play a vital role in identifying and resolving instances of alleged bullying; counselling both potential victims and alleged perpetrators, managing the situation and co-ordinating the actions of other members of staff when tackling complaints of bullying. Any complaints of bullying received by any member of staff must, therefore, be referred as quickly as possible to Dr. Wilson and Mrs. Davies.

Students: All students at Cardiff Academy must learn to take responsibility for their own behaviour and actions and to treat one another with respect and kindness. Students have a responsibility to report any incidents of bullying to a member of staff.

Parents: Parents' responsibilities are to support The Academy in the implementation of its Anti-Bullying and Student Behaviour Policies.



PROCEDURES

The Academy and its teaching staff will endeavor to ensure that any student who feels bullied, or is unhappy in any way about the way that he or she is being treated by another student or member of staff, is able to speak to any member of the academic staff and be confident that his/her concerns will be taken seriously and treated with sensitivity. The Academy will also endeavor to ensure that all students who witness bullying feel confident to report their concerns to a member of staff without fear of ridicule or reprisals.

The procedure at **Appendix I** provides students at Cardiff Academy with a framework that they are encouraged to follow if they are worried and need to seek help. However it is understood that every student and every situation is different. Students may seek help in many different ways and staff must remain alert at all times to calls for help, both direct and indirect.

The procedure at **Appendix 2** is to be followed by staff when dealing with incidents of suspected or actual bullying.

The procedure for complaints from parents are dealt with separately in the **Cardiff Academy Complaints Procedure for Parents and Students** document

DOCUMENTATION

Any complaints of bullying, either formal or informal, should be logged by the recipient of the complaint. Other documentation should be completed in accordance with the procedure outlined in Appendix 2.

MONITORING AND REVIEW

Incidents of bullying at Cardiff Academy will be monitored by the Principal and Vice Principal to identify any patterns e.g. recurring complaints of bullying against a particular student or group of students, evidence that a particular student is, for some reason, becoming a target for bullies, particular times of the day or week when bullying is tending to occur, particular situations where bullying may be occurring. In the event that a pattern appears to be forming, the teaching staff and Senior Managers will work together to address the problem, both with the individuals concerned and, where appropriate, with the parents. Procedures will be reviewed by the Principal and Vice Principal, in consultation with staff, and updated annually.

GUIDANCE FOR PARENTS

Parents who have concerns will be listened to carefully and their concerns will be carefully and sensitively investigated (see **Cardiff Academy Complaints Procedure for Parents and Students**)



Appendix 1: Cardiff Academy Anti-bullying Policy BULLYING COMPLAINTS PROCEDURE for PUPILS

While you are at Cardiff Academy, we hope that you will be as happy and content as possible, but life does not always go as smoothly as we would like. Often our grumbles are about

little things but occasionally a situation is more serious and we get worried. What should you do when you want to complain or just talk to somebody about something that has happened or that you are worried about? This sheet is for your use. It explains what you can do if you are worried, if you want to complain about something, or about the way you have been treated either by another student or by a member of staff. If you lose it, you can always get another one from Mrs. Davies.

- **What to do if you just want to talk to someone**

Remember, you have friends who may be able to help you in College. You may feel able to turn to them or to a brother or sister for advice. All members of staff at Cardiff Academy are always ready to help you. However, there may be times when you feel you can't talk to anybody at College. This is perfectly alright and quite natural. You may find it easier to talk, telephone or write to other relatives or friends or to Childline.

- **What to do if you want to complain about someone or something**

You may find it easier to write down your feelings rather than talking about them. Whoever you decide to talk or write to at Cardiff Academy your concerns will be passed on to Dr. Wilson and Mrs. Davies. Your complaint will be attended to within two days and you will be invited to talk things over with Dr. Wilson, Mrs. Davies or both. You may bring a friend with you if you wish.



Appendix 2: Cardiff Academy Anti-bullying Policy BULLYING COMPLAINTS PROCEDURES for STAFF

Staff must always take a potential victim seriously and seek to offer support. All incidents of suspected bullying must be reported **immediately** to Mrs. Davies and/or Dr. Wilson. They will then work in accordance with the procedures below to resolve the problem. If more than one teacher is involved, they should work together to provide a co-ordinated approach.

Initial Strategies to use with students involved

1. All students involved will be spoken to, individually if necessary, and what they say will be recorded in writing.
2. The student who feels bullied will be counselled about what they can do and what they would like to happen in order to resolve the situation.
3. The perpetrator(s) will also be counselled about what he or she can do and would like to happen in order to resolve the situation.
4. Wherever possible, both parties will be brought together to discuss the way forward; this will be done sensitively and carefully.
5. Parents will be informed and involved as soon as possible.

Reporting incidents of suspected bullying

1. This can be done verbally by any member of staff to Mrs. Davies.
2. A written report by Mrs. Davies will be prepared.
3. Colleagues will, as necessary, be informed and advised if the situation arose out of circumstances where everyone needs to be vigilant e.g. breaks, lunchtimes.
4. All incidents and discussions with staff and students will be recorded in writing.
5. The Principal and Vice Principal will, as appropriate in each situation, involve parents and explain actions taken as soon as possible.

Formal Strategies / Procedures for Continuing Problems

1. The situation will be monitored closely by subject teachers and other staff as appropriate.
2. Action will be taken to ensure that the student involved suffers from no adverse consequences and to verify and stop any bullying.
3. If further incidents occur, the perpetrator(s) will be spoken to again by the Principal and Vice Principal. Every endeavor will be made to explain why bullying is wrong and to find ways to help the student change his/her behaviour.
4. The parents of the bullied student and the perpetrator will be contacted again to discuss further action, which may include the sanctions/punishments outlined below.
5. All incidents and discussions with staff, students and/or parents will be recorded in writing.



Sanctions / Punishments in respect of continued bullying

The Principal, Vice Principal and subject teachers involved will work together at all stages to agree and apply appropriate action, which may include:

1. Discussing matters and counselling the student(s) involved
2. Involving and working with parents to agree strategies to tackle the problem
3. Withdrawals of privileges e.g. “free lessons”
4. Short term suspension from College
6. Permanent exclusion from College (in extreme cases and as a last resort)