

<b>Title</b>	<b>Anti-bullying Policy</b>
<b>Issue Date</b>	September 2015
<b>Review Date</b>	September 2017
<b>Equality Analysis Date</b>	TBA
<b>Equality Analysis Review Date</b>	
<b>Total Number of Pages</b>	3
<b>Owner</b>	Jane Woodward
<b>Distribution</b>	Trust wide

<p><b>Mission Statement</b></p> <p><i>It is important that this policy has been developed through consultation which involved all members of the Seashell Trust community – children/young people, parents/carers and all Trust staff.</i></p> <ul style="list-style-type: none"> <li>• Students have a right to learn free from intimidation and fear.</li> <li>• The needs of the victim are paramount.</li> <li>• Schools will not tolerate bullying behaviour.</li> <li>• Bullied students will be listened to.</li> <li>• Reported incidents will be taken seriously and thoroughly investigated.</li> </ul>
<p><b>Definition(s)</b></p> <p>Bullying is harassment or an aggressive act towards a person which causes physical or emotional hurt. Bullying may be associated with race, gender, disability or sexual orientation and includes name calling.</p> <p>Bullying is totally unacceptable both in the Education and Residential environments.</p> <p>Due to the complex needs of the children/young people, some of them may act in an aggressive way because of anxiety or by frustration in an attempt to communicate.</p> <p>An approach must be used which develops an ethos and attitude of caring and understanding of the needs of others. All staff in any capacity at the school or in the residential home’s model a caring and respectful approach towards others at all times.</p> <p>Some forms of bullying are illegal and should be reported to the police. These include: violence or assault theft repeated harassment or intimidation, e.g. name calling, threats and abusive phone calls, emails or text messages hate crimes</p>
<p><b>Purpose</b></p> <p>The aim of this anti-bullying policy is to ensure that all students learn in a supportive, safe and caring environment without fear of being bullied and to inform staff about the procedures to follow should they have any concerns.</p> <p>In addition, to inform all Governors, teaching and non-teaching staff, volunteers, parents and pupils of the following: -</p> <ul style="list-style-type: none"> <li>• an understanding of the concept of bullying and its broader definition within Seashell Trust (Royal School &amp; Royal College, Manchester);</li> <li>• the school and college policy procedures and reporting guidelines relating to incidents and concerns relating to the wider concepts of ‘bullying’ at Seashell Trust (RSM &amp; RCM);</li> <li>• the importance of providing a safe and secure environment for all students and staff.</li> </ul>
<p><b>Policy</b></p> <p>Although it is totally unacceptable, bullying, or a child /young person hurting one of their peers may occur from time to time.</p> <p>Signs and Symptoms</p> <p>A child or young person may indicate by signs or behaviour that he/she is being bullied or feels threatened. Adults must be aware of these possible signs and they should immediately inform the Heads of School/College, DSOs or ELT of their concerns:</p> <ul style="list-style-type: none"> <li>• changes in normal routines or behaviour,</li> <li>• shows by their behaviour they are frightened of others, i.e. defensive behaviour,</li> </ul>

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- is unwilling to go to school or college,
- clings to adults,
- becomes withdrawn, anxious, or lacking in confidence,
- affects their ability to communicate,
- develops poor sleeping patterns,
- demonstrates feelings of illness,
- deterioration in attitudes towards learning when in school/college,
- has unexplained cuts and bruises,
- becomes unusually aggressive, disruptive or unreasonable,
- stops eating,
- attempts to disclosure to staff.

These signs and behaviours may indicate other problems, but bullying should be considered a possibility and should be investigated.

There is a complaints procedure which they can be supported to use at any time to share information if they are being bullied.

There is a 'cause for concern' form for staff to report any safeguarding concerns including bullying. Training for staff in the awareness of bullying and effective strategies to counter bullying is included in Safeguarding Training at induction and refresher training.

1. The child/young person will be separated and comforted, first aid being administered if required and both sets of parents and social workers informed where appropriate.
2. If the aggressor cannot be calmed immediately, the staff supporting the incident will use the documented behaviour support techniques specific to that young person.
3. Appropriate documentation will be completed – Behaviour Watch - including reporting of any injuries and a cause for concern will be passed to DSO's.
4. The heads of department will convene a meeting with the child /young person (if appropriate), their Parent's, Social worker, Stockport Vulnerable Adult Tracker and staff to discuss ways of preventing a recurrence of the incident where consideration will be given to:
  - The appropriateness of the victims and aggressors placement in the particular class group or residential home bearing in mind the population at the homes.
  - The frequency and severity of the incidents
  - Whether staff are confident there is no hidden bullying going on?
  - Whether appropriate levels of supervision of the victim and the aggressor are being implemented.
5. The Individual Support Plan (ISP) will be reviewed and will incorporate strategies to prevent a re-occurrence and shared with the child /young people, (in a way that is meaningful to them), parents, social workers, staff (OFSTED if appropriate), and the LA. as appropriate.

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6. After the situation has been resolved and strategies to prevent further occurrences implemented, the parents, social worker, Local Safeguarding Team (Stockport Vulnerable Adult Tracker), and OFSTED if appropriate will be informed of the outcome.
7. Parents /children/young people will be made aware of the Trust's complaints policy if they wish to take the matter further.
8. Where appropriate, counselling will be sought and support for the children/young people who have been bullied. For those who bully others, the school, college or residential home will seek suitable guidance.
9. Regular risk assessments are to be carried out in relation to times places and circumstances in which the risk of bullying is greatest and feasible action taken to reduce or counteract the risk of bullying.

In the event of suspected bullying of a child /young person by a member of staff, this will be investigated under the Safeguarding procedures. See also the *"Doing the right thing" (Whistleblowing) policy*.

#### **Participation and Consultation**

- Awareness raising within the curriculum
- Survey/questionnaires distributed to students, parents/carers and all staff.
- Obtaining the views of elected student representatives including student council
- Seeking the views of parents/carers at information events.
- Monitoring evaluation and review.

#### **Responsibilities**

Our staff will:

- Foster in our students' self-esteem, self-respect and respect for others
- Demonstrate by example the high standards of personal and social behaviour we expect of our students.
- Discuss bullying with all students within PHSE sessions and provide the necessary support for students to enable them to communicate when they are upset or hurt.
- Be alert to signs of distress and other possible indications of bullying.
- Report suspected cases of bullying to the Designated Safeguarding Officers (DSO's)
- Follow up any complaint by a parent/carer about bullying, and report back promptly and fully on the action which has been taken.
- Deal with observed instances of bullying promptly and effectively, in accordance with agreed procedures.

Our parents/carers will support their children and the school by:

- Watching for signs of distress or unusual behaviour in their children, which might be evidence of bullying.
- Advising their children to report any bullying to the class teacher
- Advising their children not to retaliate violently to any forms of bullying.
- Being sympathetic and supportive towards their children, and reassuring them that appropriate action will be taken;
- Keep a written record of any reported instances of bullying
- Informing the school/college/residential homes of any suspected bullying, even if their children are not involved.

#### **The Responsibilities of All Staff**

Everyone should:

- Work together to combat and eradicate bullying.

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- Work within the guidance of the ISP
- Remember and use the 4 R's (see below)

**Monitoring and Review**

This policy will be reviewed after two years unless otherwise indicated following new guidance or an incident that was not supported by this policy.

**Related Document(s)**

Safeguarding Policy  
 Positive Behaviour Management  
 Acceptable Use Policy

**SAFEGUARDING ALL  
 CHILDREN, YOUNG PEOPLE & ADULTS  
 AT SEASHELL TRUST**

**The FOUR R's**

**Recognise** the signs and indicators of abuse.

**Respond** as soon as possible.

**Record** everything you have heard, was said or any actions.

**Refer** to the designated person:–

- Nikola Giles  
 Jane Woodward  
 Bernie White  
 Anne Gough  
 Katherine Corey  
 Debbie Gittins  
 Kelly Delaney

**To do *nothing* is Not an OPTION.**