

Anti-Bullying Policy (Including Cyber-bullying)

(Space Studio West London Policy)

Date of last review:	January 2022	Review period:	2 years
Date of next review:	January 2024	Owner:	Principal

Statement of Intent

Space Studio West London is committed to providing a caring and safe environment for all students so that they can learn in a secure atmosphere. Bullying of any kind is unacceptable at Space Studio West London. If bullying does occur, all students should feel able to tell and know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell the staff.

What is bullying?

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

Examples of bullying can be; name-calling, taunting; mocking; making offensive comments; kicking; hitting; pushing; taking belongings; inappropriate text messaging and emailing; sending offensive or degrading images by phone or via the internet; producing offensive graffiti; gossiping; excluding people from groups; and spreading rumours. Although sometimes occurring between two individuals in isolation, it quite often takes place in the presence of others.

Bullying can seriously damage a young person's confidence and sense of self-worth, and they will often feel that they are at fault in some way. It can lead to serious and prolonged emotional damage for an individual, those who conduct the bullying or witness the bullying emotional harm, and the impact on parents and school staff can be significant.

Students are bullied for a variety of reasons. Specific types of bullying include:

- bullying related to race, religion or culture
- bullying related to special educational needs (SEN) or disabilities
- bullying related to appearance or health conditions
- bullying related to sexual orientation
- bullying of young carers or looked after children or otherwise related to home circumstances
- sexist or sexual bullying, and
- cyberbullying (see additional policy at the end of this policy)

Procedures

We are working with our staff, students and parents to create a Space Studio West London community where bullying is not tolerated.

Our Space Studio West London Community

- Discusses, monitors and reviews our anti-bullying policy on a regular basis
- Supports staff to identify and tackle bullying appropriately
- Ensures that students are aware that all bullying concerns will be dealt with sensitively and effectively
- Reports back quickly to parents/carers regarding their concerns on bullying
Seeks to learn from anti-bullying good practice elsewhere and utilises the support of relevant statutory voluntary organisations when appropriate

What to do if you think a student is being bullied

Encourage the student to talk about his/her experiences. It may help the student just to be aware that someone else knows.

What to do if a student complains of being bullied:

- Get a complete account of the incident or incidents.
 - Are there friends, classmates or witnesses who can verify any accounts?
- Get a written statement from the student(s).
- If you can identify the bullies as other students from Space Studio West London, talk to your line manager, i.e. Head of Subject.
- The bullies should be spoken to regarding the complaint.
 - An informal warning may be sufficient.
- The student's Head of Faculty must be informed as to what has happened.
- The Student's Head of Faculty will arrange for a member of staff, chosen by the student either being bullied or at risk of being bullied, to offer support on a continual basis until such time as the student and his/her parent are satisfied that conditions have returned to normal.
- It may be appropriate to get the bullies and victims together to give their respective accounts and propose/agree to a solution – propose that sorting out the problem internally as individuals is preferable to the following scenarios:
 - further sanctions (exclusion)
 - a written record on student's Space Studio West London file (affecting future references)
 - parents being contacted
 - contacting the police (if the incident is serious)
 - referral to Educational Psychologist
- It may be appropriate to conduct separate follow-up meetings with the victim and bully to ensure that the problems have been sorted out

What to do if you see a student being bullied - Confronting Bullies

- Challenge the students' responsible – recording names and tutor groups
- Record the incident in writing
- Depending on the nature of the incident, it may be necessary to call the Duty Principal who will follow the procedures outlined in the policy.
- Arrange for a meeting to discuss the incident – pointing out possible scenarios:
 - further sanctions (detention, exclusion)
 - a written record on student's Space Studio West London file (affecting future references)
 - parents being contacted
 - contacting the police (if the incident is serious)
 - referral to Educational Psychologist
 - The meeting may involve students (bullies and victims) and any such staff as may be considered appropriate – Form Tutor, Head of Faculty, Subject Coordinator, Parents, and Student Welfare Officer
- A follow –up meeting with the victim must take place to ensure that the situation has been resolved and that the student knows that he or she is supported by Space Studio West London
- A follow-up meeting with the bully must take place to ensure that the student is supported in modifying his or her behaviour. Targets may be set and progress towards them reviewed. Support for the bully may involve referral to another agency.

Possible signs that a student is being bullied

- A student may appear unusually withdrawn and uncommunicative.
- He or she may be unable to concentrate in class.
- His or her behaviour may change e.g. a student's participation in Space Studio West London and other activities may be lowered
- He or she may experience psychosomatic complaints.
- He or she may have unexplained cuts/bruises – or give unconvincing explanations.
- There may be unaccountable and repeatable damage or loss to bags, books, equipment and money
- There may be Intermittent and long term absences from Space Studio West London
- A student may truant from Space Studio West London

Self-help and peer/prefect support strategies

Anti-Bullying Policy for students

What to do if you are being bullied:

- Find a member of staff that you can talk to. This member of staff will probably be able to help but remember that if you want the matter to remain confidential then the teacher may not be able to help. Your tutor is probably the best person to see in the first instance
- Tell a parent
- Tell a friend who you can trust
- Tell anyone that you feel you can trust

If you have been bullied:

- Tell a teacher or another adult in the Space Studio West London (your tutor, Head of Faculty, any member of SIC will all be able to help you)
- Tell your family
- If you are scared to tell a teacher or an adult on your own ask a friend to go with you
- Keep on speaking until someone listens and does something to stop the bullying
- Do not blame yourself for what has happened

When you are talking to an adult about bullying be clear about:

- What has happened to you
- How often it has happened
- Who was involved
- Who saw what was happening
- Where it happened
- What you have done about it already

If you find it difficult to talk to anyone at Space Studio West London or at home you can:

- Ring Childline on free phone 0800 1111. This is a confidential helpline.
- If you are hard of hearing you can use the text-phone service on 0800 400 222.
- You can also write to Freepost 1111, London N1 0BR.
- The phone calls and letters are free.

Steps to tackle bullies:

- Give as complete an account as you can of what has happened to you.
- Are there friends, classmates or witnesses who can back up your story?
- You may have to give a written account of what has happened to you. Try to get a written statement from witnesses.

What you do if you see a student being bullied:

- Find a member of staff, or a prefect, and tell them exactly what has happened.
- Challenge the students responsible if you feel that you are able.
- Record the names and tutor groups of the bullies

Possible signs that a person is being bullied

- A student may appear to be unusually withdrawn or quiet.
- He or she may be unable to concentrate in class.
- His or her behaviour may change.
- He or she may have unexplained cuts and bruises or give unconvincing explanations for these.
- He or she may be bunking Space Studio West London

In addition parents/carers play an important role in supporting their child and layout for parents and carers:

Anti-Bullying Information Sheet for Parents: Space Studio West London

Is it Bullying?

It is bullying if you feel hurt because individual or groups are:

- Calling your son/daughter names;
- Threatening him/her;
- Pressuring your son/daughter to give someone money or possessions;
- Hitting your son/daughter;
- Damaging your son/daughter's possessions;
- Spreading rumours about your son/daughter or your family;
- Using text, email or web space to write or say hurtful things about your son/daughter (cyberbullying)

It is also bullying if your son/daughter feels hurt because of things said about his/her ethnic background, religious faith, gender, sexuality, disability, special educational need, appearance or issues in your family.

What should you do if your son/daughter is being bullied?

Talk to the Space Studio West London staff about the bullying. At the Space Studio West London your first point of contact to report concerns about bullying is your son/daughter's form tutor. They are best contacted by phone or by email.

- It will help to sort out what action to take if you can bear in mind that the teacher may have no idea that your son/daughter is being bullied or may have heard conflicting accounts of an incident
- Be as specific as possible about what your son/daughter say's happened; give dates, places and names of other pupils involved.
- Make a note of what action Space Studio West London intends to take

- Ask if there is anything you can do to help your son/daughter
- Stay in touch with the Space Studio West London; let them know if things improve as well as if the problems continue

What will Space Studio West London do?

Space Studio West London does not tolerate bullying. This is what we do about bullying;

- Work to make sure that the person being bullied is safe;
- Work to stop the bullying happening again;
- Provide support to the person being bullied; and
- Take actions to ensure that the person doing the bullying learns not to harm others.

Families who feel that their concerns are not being addressed appropriately by Space Studio West London might like to consider the following steps:

- Check with the Space Studio West London's Anti-bullying policy to see if agreed procedures are being followed;
- Discuss your concerns with other parents;
- Make an appointment to discuss the matter with one of the Heads of Faculty and keep a record of the meeting; and
- If this does not help write to the Chair of Governors explaining your concerns and what you would like to see happen.

Monitoring Incidents of Bullying

All incidents of bullying are identified on the Incident Report Sheet. (See later)

Whole Staff Professional Development

It is the Academies mission to ensure that staff training needs reflect the anti-bullying policy and practice of Space Studio West London. Where specific training needs have been identified for particular members of staff, through school self-evaluation and individual performance management reviews, the Principal will ensure that those members of staff have access to advice, training and development opportunities appropriate to their needs. All new staff are given the Anti-bullying Policy and there is specific training available for all annually, through the NQT's program.

Cyber-bullying Guidance **(Non-statutory)**

Space Studio West London considers cyber-bullying to be a growing and significant source of bullying of young people. Each incident of cyber-bullying will be thoroughly investigated following Space Studio West London procedures. It is vitally important for students and parents who are being bullied to record or print the evidence of the bullying. Virtually all cyber-bullying can be traced if the evidence is kept and given to the Space Studio West London.

We consider cyber-bullying of any of our students by any one of our other students to be a very serious breach of our bullying policy as we aim to provide a caring and safe environment for all our students so that they can learn in a secure atmosphere. Much cyber-bullying takes place out of the Space Studio West London, usually from the students own home, however, the Space Studio West London will still take action against this form of bullying as the bullied student's academic performance and general well-being when in the Space Studio West London will undoubtedly be affected by the bullying.

In all cases of cyber-bullying parents of both the bully and the bullied will be kept informed of investigations in allegations of bullying. Strong sanctions will be given to students found guilty of cyber-bullying, and the police may well be informed.

All students should remember that the majority of what they put onto the internet stays there forever, available for anyone to search, including potential future employers.

How Does Space Studio West London Deal with CYBER-bullying?

Space Studio West London follows Department for Education guidance and we ensure that:

- Bullying via mobile phone or the Internet is included in our mandatory anti-bullying policies and that these policies are regularly updated, and that teachers have significant knowledge of how to deal with cyber bullying in Space Studio West London
- The curriculum teaches students about the risks of new communications technologies, the consequences of their misuse, and how to use them safely
- All e-communications used on the Space Studio West London site or as part of Space Studio West London activities off-site are monitored
- Clear policies are set about the use of mobile phones at Space Studio West London and at other times when young people are under Space Studio West London's authority
- Internet blocking technologies are continually updated and harmful sites blocked.
- The Space Studio West London works with students and parents to make sure new communications technologies are used safely, taking account of local national guidance and good practice.
- Security systems are in place to prevent images and information about students and staff being accessed improperly from outside Space Studio West London.
- The Space Studio West London works with police and other partners on managing cyber bullying
- The Space Studio West London ensures parents are kept informed of the Space Studio West London standards and policies and know about the Space Studio West London's rights to monitor their child's e-communications.

A very useful website is <http://www.antibullying.net/cyberbullying1.htm>

The remainder of this document is to provide students and their parents with some advice on how to deal with cyber-bullying.

Cyberbullying - What Can You Do About It?

If you're being bullied by phone or the Internet

Remember, bullying is never your fault. It can be stopped and it can usually be traced. Don't ignore the bullying. Tell someone you trust, such as a teacher or parent, or call an advice line.

Try to keep calm. If you are frightened, try to show it as little as possible. Don't get angry, it will only make the person bullying you more likely to continue.

There's plenty of online advice on how to react to cyberbullying. For example, <http://www.kidscape.org.uk/> and www.wiredsafety.org have some useful tips.

Web Bullying

If you don't know the owner of the website, follow one of the online safety links above to find out how to get more information about the owner.

Chat rooms and instant messaging

- Never give out your name, address, phone number, school name or password online. It's a good idea to use a nickname. And don't give out photos of yourself.
- Don't accept emails or open files from people you don't know. Remember it might not just be people your own age in a chat room.
- Stick to public areas in chat rooms and get out if you feel uncomfortable.
- Tell your parents or carers if you feel uncomfortable or worried about anything that happens in a chat room.

Text/video messaging

- You can easily stop receiving text messages for a while by turning off incoming messages for a couple of days. This might stop the person texting you by making them believe you've changed your phone number. To find out how to do this, visit www.wiredsafety.org.
- If the bullying persists, you can change your phone number. Ask your mobile service provider (such as Orange, O2, Vodafone or T-Mobile).
- Don't reply to abusive or worrying text or video messages. Your mobile service provider will have a number for you to ring or text to report phone bullying. Visit their website for details.
- Don't delete messages from cyberbullies. You don't have to read them, but you should keep them as evidence.

Emails

- Never reply to unpleasant or unwanted emails — the sender wants a response, so don't give them that satisfaction.

- Keep the emails as evidence. And tell an adult about them.
- Ask an adult to contact the sender's Internet Service Provider (ISP) by writing abuse@ and then the host, e.g. abuse@hotmail.com
- Never reply to someone you don't know, even if there's an option to 'unsubscribe'. Replying simply confirms your email address as a real one.

Phone calls

- If you get an abusive or silent phone call, don't hang up immediately. Instead, put the phone down and walk away for a few minutes. Then hang up or turn your phone off. Once they realise they can't get you rattled, callers usually get bored and stop bothering you.
- Always tell someone else: a teacher, youth worker, mum or dad, or carer. Get them to support you and monitor what's going on.
- Don't give out personal details such as your phone number to just anyone. And never leave your phone lying around.
- When you answer your phone, just say 'hello', not your name. If they ask you to confirm your phone number, ask what number they want and then tell them if they've got the right number or not.
- You can use your voicemail to vet your calls. A lot of mobiles display the caller's number. See if you recognise it. If you don't, let it divert to voicemail instead of answering it. And don't leave your name on your voicemail greeting. You could get an adult to record your greeting. Their voice might stop the caller ringing again.
- Almost all calls nowadays can be traced.
- If you receive calls that scare or trouble you, make a note of the times and dates and report them to the police. If your mobile can record calls, take the recording too.

The law is on your side

The Protection from Harassment Act, the Malicious Communications Act 1988 and Section 43 of the Telecommunications Act may be used to combat cyber-bullying. People may be fined or sent to prison for up to six months.

If you're a parent

- Do not wait for something to happen before you act. Make sure your children understand how to use these technologies safely and know about the risks and consequences of misusing them.
- Make sure they know what to do if they or someone they know are being cyberbullied.
- Encourage your children to talk to you if they have any problems with cyber-bullying. If they do have a problem, contact the Space Studio West London, the mobile network or the Internet Service Provider (ISP) to do something about it.
- Parental control software can limit who your children send emails to and who they receive them from. It can also block access to some chat rooms.
- Moderated chat rooms are supervised by trained adults. Your

Internet service provider will tell you whether they provide moderated chat services.

Remember...you can do something about it!