Valence School **Westerham Road, Westerham, Kent. TN16 1QN** **Anti-Bullying Policy**	

This policy has been written for…	All staff and students at Valence School.
Copies of this policy may be obtained from…	• The School web site - https://www.valenceschool.com/ • It is available as a hard copy on request from reception. • Hard copies for reference are filed in the staff resource room
Edition, Review frequency and dates	Policy reviewed: February 2023 Date agreed and ratified by Governors: Date of next review: Feb 2024 *This policy will be reviewed at least annually and/or following any updates to national and local guidance and procedures.*
Relevant statutory guidance, circulars, legislation & other sources	This policy is based on DfE guidance "Preventing and Tackling Bullying" July 2017 and supporting documents. It also takes into account the DfE statutory guidance "Keeping Children Safe in Education" 2022. The school has read Childnet's "Cyberbullying: Understand, Prevent and Respond: Guidance for Schools". This policy links with a number of other school policies, practices including: • Behaviour Management Policy • Complaints Policy • Child Protection Policy • Online Safety and Acceptable Use Policies (AUP) • Curriculum policies, such as: PSHE, citizenship and computing • Mobile phone and social media policies • Searching, screening and confiscation policy There are a number of pieces of legislation which set out measures and actions for schools in response to bullying, as well as criminal and civil law. These may include (but are not limited to): • The Education and Inspection Act 2006, 2011 • The Equality Act 2010 • The Children Act 1989 • Protection from Harassment Act 1997 • The Malicious Communications Act 1988 • Public Order Act 1986

Forms of bullying covered in this policy	Bullying can happen to anyone. This policy covers all types of bullying including: • Bullying related to race, religion, nationality or culture • Bullying related to SEND (Special Educational Needs or Disability) • Bullying related to appearance or physical/mental health conditions • Bullying related to sexual orientation (homophobic bullying) • Bullying of young carers, children in care or otherwise related to home circumstances • Sexist, sexual and transphobic bullying • Bullying via technology, known as online or cyberbullying
The lead member of staff is	Lisa Kavanagh – (Vice Principal – Safeguarding & Social Care)
Key Personnel	***Roland Gooding*** (Principal) Contact details: email: rgooding@valence.kent.sch.uk Tel: 01959 565627 (Ext 1100) / 07896905605 *Lisa Kavanagh* (Vice Principal - Designated Safeguarding Lead & Head of Safeguarding & Social Care) Contact details: email: lkavanagh@valence.kent.sch.uk Tel: 01959 567810 (Ext 1103) / 07912 124724 ***Matt Strange*** (Vice Principal -Head of Teaching & Learning) Contact details: email: mstrange@valence.kent.sch.uk Tel; 01959 562156 (Ext 1102) / 07894483673 ***Jo Chivers*** (Residential Care Manager) Contact details: email: jchivers@valence.kent.sch.uk Tel: 01959 567819 (Ext 1104) / 07896905095 ***Zena Belton*** (Assistant Principal) Contact details: email: zbelton@valence.kent.sch.uk Tel:01959 567811 (Ext 1106) / 07894483666 *Vanessa MacPherson* (Assistant Principal) Contact details: email: vmacpherson@valence.kent.sch.uk Tel. 01959 562156 (Ext 2270) ***Brian Davies –*** Chair of Governors bdavies@valence.kent.sch.uk ***Carys Long –*** Child Protection & Safeguarding Governor clong@valence.kent.sch.uk

Definition of bullying	- Bullying is "behaviour by an individual or a group, repeated over time that intentionally hurts another individual either physically or emotionally". (DfE "Preventing and Tackling Bullying", July 2017) - Bullying can include name calling, taunting, mocking, making offensive comments; kicking; hitting; taking belongings; producing offensive graffiti; gossiping; excluding people from groups and spreading hurtful and untruthful rumors. - This includes the same unacceptable behaviours expressed online, sometimes called online or cyberbullying. This can include: sending offensive, upsetting and inappropriate messages by phone, text, instant messenger, through gaming, websites, social media sites and apps, and sending offensive or degrading photos or videos. - Bullying can be a form of peer on peer abuse and can be emotionally abusive; it can cause severe and adverse effects on children's emotional development.
Aim	The purpose of this policy is This policy outlines what Valence School will do to prevent and tackle all forms of bullying. Valence School is committed to developing an anti-bullying culture where the bullying of adults, children or young people is not tolerated in any form.
Ethos	Valence School community recognises that bullying, especially if left unaddressed, can have a devastating effect on individuals; it can create a barrier to learning and have serious consequences for mental wellbeing. By effectively preventing and tackling bullying, our schools can help to create safe, disciplined environment, where students are able to learn and fulfil their potential. - Our Community: - Monitors and reviews our anti-bullying policy and practice on a regular basis. - Supports staff to promote positive relationships, to help prevent bullying. - Recognises that some members of our community may be more vulnerable to bullying and its impact than others; being aware of this will help us to develop effective strategies to prevent bullying from happening and provide appropriate support, if required. - Will intervene by identifying and tackling bullying behaviour appropriately and promptly. - Ensures our students are aware that bullying concerns will be dealt with sensitively and effectively; that everyone should feel safe to learn and abide by the anti-bullying policy. - Requires all members of the community to work with the school to uphold the anti-bullying policy. - Reports back to parents/carers regarding concerns on bullying, dealing promptly with complaints. - Seeks to learn from good anti-bullying practice elsewhere. - Utilises support from the Local Authority and other relevant organisations when appropriate.

Responding to bullying	The following steps may be taken when dealing with all incidents of bullying reported to the school: • If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who has been approached or witnessed the concern. • The school will provide appropriate support for the person being bullied – making sure they are not at risk of immediate harm and will involve them in any decision-making, as appropriate. • The Principal/Designated Safeguarding Lead (DSL) or another member of leadership staff will interview all parties involved. • The DSL will be informed of all bullying issues where there are safeguarding concerns. • The school will inform other staff members, and parents/carers, where appropriate. • Sanctions, as appropriate to the individual, and support will be implemented in consultation with all parties concerned. • If necessary, other agencies may be consulted or involved, such as: the police (if a criminal offence has been committed) or other local services including Early Help or the LADO if a child is felt to be at risk of significant harm. • Where the bullying takes place off school site or outside of normal school hours (including cyberbullying), the school will ensure that the concern is fully investigated. Appropriate action will be taken, including providing support and implementing sanctions as appropriate to the individual person/situation. • A clear and precise account of the incident will be recorded by the school in accordance with existing procedures. This will include recording appropriate details regarding decisions and action taken.
Responding to concerns regarding cyberbullying	• All incidents of online bullying reported will be recorded. • There are clear procedures in place to investigate incidents or allegations and support anyone in the school community affected by online bullying. • If the school is unclear if a criminal offence has been committed then the Designated Safeguarding Lead will obtain advice immediately through the Education Safeguarding Team and/or Kent Police. • Pupils, staff and parents/carers will be advised to keep a record of cyberbullying as evidence. • The school will take steps to identify the bully where possible and appropriate. This may include examining school system logs, identifying and interviewing possible witnesses, and contacting the service provider and the police, if necessary. • Students, staff and parents/carers will be required to work with the school to support the approach to cyberbullying and the schools e-Safety ethos

Responding to concerns regarding online hate	• Online hate at Valence School will not be tolerated.
	• All incidents of online hate reported to the school will be recorded.
	• All members of the community will be advised to report online hate in accordance with relevant school policies and procedures e.g. anti-bullying, behaviour etc.
	• The Police will be contacted if a criminal offence is suspected. If the school is unclear if a criminal offence has been committed then the DSL will obtain advice from the safeguarding team or police.
	• When responding to cyberbullying concerns, the school will:
	o Act as soon as an incident has been reported or identified.
	o Provide appropriate support for the person who has been cyberbullied and work with the person who has carried out the bullying to ensure that it does not happen again.
	o Encourage the person being bullied to keep any evidence (screenshots) of the bullying activity to assist any investigation.

	o Take all available steps where possible to identify the person responsible. This may include:
	      ▪ looking at use of the school systems;
	      ▪ identifying and interviewing possible witnesses;
	      ▪ Contacting the service provider and the police, if necessary.

	o Work with the individuals and online service providers to prevent the incident from spreading and assist in removing offensive or upsetting material from circulation. This may include:
	      ▪ Support reports to a service provider to remove content if those involved are unable to be identified or if those involved refuse to or are unable to delete content.
	      ▪ Confiscating and searching pupils' electronic devices, such as mobile phones, in accordance with the law and also the school searching and confiscation policy. Requesting the deletion of locally-held content and content posted online if they contravene school behavioural policies.
	      ▪ Ensure that sanctions, if appropriate, are applied to the person responsible for the cyberbullying; the school will take steps to change the attitude and behaviour of the bully, as well as ensuring access to any additional help that they may need.
	      ▪ Inform the police if a criminal offence has been committed.
	      ▪ Provide information to staff and pupils regarding steps they can take to protect themselves online. This may include:
	      ▪ advising those targeted not to retaliate or reply;
	      ▪ providing advice on blocking or removing people from contact lists;
	      ▪ helping those involved to think carefully about what private information they may have in the public domain.

Supporting Students	• Students who have been bullied will be supported by:
	
	    o Reassuring the student and providing continuous support.
	
	    o Offering an immediate opportunity to discuss the experience with the DSL, keyworker or a member of staff of their choice.
	
	    o Being advised to keep a record of the bullying as evidence and discuss how to respond to concerns and build resilience as appropriate.
	
	    o Working towards restoring self-esteem and confidence.
	
	    o Providing ongoing support; this may include: working and speaking with staff, offering formal counselling, engaging with parents and carers.
	
	    o Where necessary, working with the wider community and local/national organisations to provide further or specialist advice and guidance; this could include support through Early Help or Specialist Children's Services, or support through Child and Adolescent Mental Health Services (CAMHS).
	
	• Students who have perpetrated the bullying will be helped by:
	
	    o Discussing what happened, establishing the concern and the need to change.
	
	    o Informing parents/carers to help change the attitude and behaviour of the child.
	
	    o Providing appropriate education and support regarding their behaviour or actions.
	
	    o If online, requesting that content be removed and reporting accounts/content to service provider.

Supporting adults	Our school takes measures to prevent and tackle bullying among students; however, it is equally important to recognise that bullying of staff and parents, whether by students, parents or other staff members, is unacceptable. Any issues of bullying to staff are dealt with in accordance to either the Grievance procedures, the Disciplinary Policy or the Whistle Blowing Policy.

Preventing bullying	**Environment** The whole school community will: - Create and support an inclusive environment which promotes a culture of mutual respect, consideration and care for others, which will be upheld by all. - Recognise that bullying can be perpetrated or experienced by any member of the community, including adults and children (peer on peer abuse). - Openly discuss differences between people that could motivate bullying, such as: religion, ethnicity, disability, gender, sexuality or appearance related difference. Also children with different family situations, such as looked after children or those with caring responsibilities. - Challenge practice and language which does not uphold the values of tolerance, non-discrimination and respect towards others. - Be encouraged to use technology, especially mobile phones and social media positively and responsibly. - Work with staff, the wider community and outside agencies to prevent and tackle concerns including all forms of prejudice-driven bullying. - Actively create "safe spaces" for vulnerable children and young people. - Celebrate success and achievements to promote and build a positive school ethos. **Policy and Support** The whole school community will: - Provide a range of approaches for students, staff and parents/carers to access support and report concerns. - Regularly update and evaluate our practice to take into account the developments of technology and provide up-to-date advice and education to all members of the community regarding positive online behaviour. - Take appropriate, proportionate and reasonable action, in line with existing school policies, for any bullying bought to the schools attention, which involves or effects students, even when they are not on school premises; for example, when using school transport or online, etc. - Implement appropriate disciplinary sanctions; the consequences of bullying will reflect the seriousness of the incident, so that others see that bullying is unacceptable. o Use a variety of techniques to resolve the issues between those who bully, and those who have been bullied. **Education and Training** The school community will: - Train all staff, including: teaching staff, support staff to identify all forms of bullying and take appropriate action, following the school's policy and procedures (including recording and reporting incidents). - Consider a range of opportunities and approaches for addressing bullying throughout the curriculum and other activities, such as: through displays, assemblies, peer support, the school/student council, etc. - Provide systematic opportunities to develop student's social and emotional skills, including building their resilience and self-esteem

Involvement of students	We will: • Involve students in policy writing and decision making, to ensure that they understand the school's approach and are clear about the part they have to play to prevent bullying. • Regularly canvas student's views on the extent and nature of bullying. • Ensure that all students know how to express worries and anxieties about bullying. • Involve students in anti-bullying campaigns in schools and embedded messages in the wider school curriculum. • Publicise the details of internal support, as well as external helplines and websites. • Offer support to students who have been bullied and to those who are bullying in order to address the problems they have.
Monitoring and review: putting policy into practice	• The school will ensure that they regularly monitor and evaluate mechanisms to ensure that the policy is being consistently applied. • The named Governor for bullying will report on a regular basis to the governing body on incidents of bullying, including outcomes.
Useful links	• Anti-Bullying Alliance: www.anti-bullyingalliance.org.uk • Childline: www.childline.org.uk • Family Lives: www.familylives.org.uk • Kidscape: www.kidscape.org.uk • MindEd: www.minded.org.uk • NSPCC: www.nspcc.org.uk • The BIG Award: www.bullyinginterventiongroup.co.uk/index.php • PSHE Association: www.pshe-association.org.uk 8 • Restorative Justice Council: www.restorativejustice.org.uk • The Diana Award: www.diana-award.org.uk • Victim Support: www.victimsupport.org.uk • Young Minds: www.youngminds.org.uk • Young Carers: www.youngcarers.net • The Restorative Justice Council: www.restorativejustice.org.uk/restorative-practice-schools **SEND** • Changing Faces: www.changingfaces.org.uk • Mencap: www.mencap.org.uk • Anti-Bullying Alliance Cyberbullying and children and young people with SEN and disabilities: www.cafamily.org.uk/media/750755/cyberbullying_and_send_-_module_final.pdf • DfE: SEND code of practice: www.gov.uk/government/publications/send-code-of-practice-0-to-25

Useful links	**Cyberbullying** - Childnet International: www.childnet.com - Digizen: www.digizen.org - Internet Watch Foundation: www.iwf.org.uk - Think U Know: www.thinkuknow.co.uk - UK Safer Internet Centre: www.saferinternet.org.uk - The UK Council for Child Internet Safety (UKCCIS) www.gov.uk/government/groups/uk-council-forchild-internet-safety-ukccis **Race, religion and nationality** - Anne Frank Trust: www.annefrank.org.uk - Kick it Out: www.kickitout.org - Report it: www.report-it.org.uk - Stop Hate: www.stophateuk.org - Tell Mama: www.tellmamauk.org - Educate against Hate: www.educateagainsthate.com/ - Show Racism the Red Card: www.srtrc.org/educational **LGBT** - Barnardos LGBT Hub: www.barnardos.org.uk/what_we_do/our_work/lgbtq.htm - Metro Charity: www.metrocentreonline.org - EACH: www.eachaction.org.uk - Proud Trust: www.theproudtrust.org - Schools Out: www.schools-out.org.uk - Stonewall: www.stonewall.org.uk Sexual harassment and sexual bullying - Ending Violence Against Women and Girls (EVAW) www.endviolenceagainstwomen.org.uk o A Guide for Schools: www.endviolenceagainstwomen.org.uk/data/files/resources/71/EVAWCoalition-Schools-Guide.pdf - Disrespect No Body: www.gov.uk/government/publications/disrespect-nobody-campaign-posters 9 - Anti-bullying Alliance: advice for school staff and professionals about developing effective anti-bullying practice in relation to sexual bullying: www.anti-bullyingalliance.org.uk/tools-information/all-about-bullying/sexual-and-gender-related Note: Additional links can be found in 'Preventing and Tackling Bullying' (July 2017) www.gov.uk/government/publications/preventing-and-tackling-bullyin