



Park Campus Academy

Anti-Bullying Policy:

Park Campus Academy

Approved by:

PCAC Academy Council

July 2022

Last reviewed:

August 2021

Next review:

August 2024

1. Purpose The purpose of this policy is to set out Park Campus Academy's approach to bullying and how it will prevent and deal with it.

This policy is supported by links inwith the Academy's Equal Opportunities Policy, Behaviour Policy and the Student Code of Conduct.

Appendix 1 identifies relevant legislation and guidance
Appendix 2 and **2(a)** contains the anti-bullying procedure

2. Summary Bullying is an anti-social behaviour that can damage both individuals and communities and, as such, is regarded as inappropriate and unacceptable.

It can be defined as behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group.

Bullying can be classified under the following headings:

- Physical
- Verbal
- Emotional
- Cyber
- Prejudice

Anti-bullying statement of commitment

3. Aims

Park Campus Academy is committed to providing a safe learning environment, free from harassment, intimidation and bullying. It will work in partnership with parents and pupils to develop an open and inclusive culture within which bullying will not be tolerated. The Academy will take a pro-active approach to preventing all forms of bullying (including homophobic and bi-phobic, gender-based, sexist, sexual and transphobic bullying) and guarantees that all reported incidents will be dealt with promptly.

4. Objectives

- To create a supportive environment in which pupils feel able to talk about their concerns
- To ensure that pupils understand the nature of bullying, the potential effects on victims and that bullying is unacceptable
- To ensure that all allegations are dealt with promptly, in-line with the Academy's anti-bullying procedure (Appendix 2 below)
- To establish effective systems for the recording and monitoring of all incidents
- To establish appropriate strategies for dealing with the

perpetrators of bullying, including sanctions and

5. Roles and Responsibilities

The Head Teacher is responsible for ensuring that this policy is communicated throughout the Academy community. Everyone at Park Campus Academy has a responsibility to contribute to the prevention of bullying, to be vigilant in recognizing the signs of bullying and to report any concerns.

All staff have a responsibility to ensure that the policy is fully understood and implemented across the Academy.

6. Implementation

Preventing Bullying

Park Campus Academy believes that the best way to deal with bullying is to stop it before it starts. We therefore take a pro-active approach to preventing bullying through a variety of means. This includes:

- Having a clear Behaviour Policy and Student Code of Conduct that establish expected standards of behaviour
- Building bullying prevention materials into the curriculum and academy activities
- Engaging and involving pupils and parents in planning and implementing anti bullying policy and practice
- Fostering positive relationships and a sense of community in the Academy, based on acceptance, tolerance and respect
- Conducting regular assessments to determine the success of prevention strategies

Identifying Bullying

Guidance for staff, parents and pupils on how to identify bullying and the signs to look for can be found in the Academy's anti-bullying procedure

Dealing with Bullying

Bullying at PCA is dealt using a five-step approach:

- **Be Available**
- **Investigate**
- **Record**
- **Respond**
- **Follow up**

Detailed guidance in respect of these five steps can be found in the anti-bullying procedure.

7. Monitoring & Evaluation The Head Teacher will monitor the implementation and effectiveness of this policy through analysis of data, the Academy's self-evaluation processes and through the production of reports for the Parallel Learning Trust.

8. Review Frequency This policy will be reviewed bi-annually

9. Approval Approved by the PCAC (Governing Body).

10. Appendices **Appendix 1: Resources and Guidance**

Below is a list of helpful resources and guidance:

- DfE Behaviour and Discipline in Academics Guidance
- Education (Independent Academics' Standards) (England) Regulations (2010)
- DfE Supporting Children and Young People who are Bullied: Advice for Academics
- DfE Preventing and Tackling Bullying
- www.stopbullying.gov
- www.bullying.co.uk
- <http://www.thinkuknow.co.uk>

Appendix 2: Anti-Bullying Procedure

Understanding bullying

Bullying is an abuse of power that results in distress and pain (physical, mental or emotional) to the victim. It is usually part of a pattern of behaviour rather than an isolated incident. There are three significant factors in bullying:

1. A power imbalance in favour of the aggressor
2. A victim who cannot match that power
3. It is repeated often over a period of time.

Bullying is the willful, conscious desire to frighten, dominate or hurt someone else by the use of words or gestures (including via text messaging or on the internet), even just a look, or by actual physical violence – thereby damaging their self-confidence or self-esteem.

Bullying can have potentially long-lasting and damaging psychological effects on the victim and is harmful to the Whole Academy community.

Examples of bullying may include:

1. Whispering, name-calling, teasing, making anonymous calls, spreading malicious rumours. It can also involve deliberately isolating someone – whether in social groups in and around the academy or on social media.
2. Using mobile phones, email or the internet to cause distress/insult to another person. This applies at weekends / academy holidays and during academy week. The effects of cyber-bullying are brought into PCA making it an issue for us.
3. Making racist, sexist or homophobic comments to other pupils, even if claiming that the subject of these remarks regards them as 'a joke'.
4. Making inappropriate sexual comments, or sexual harassment. Even if this happens outside the academy – the effects would be felt in the academy and such incidents would therefore be a matter to be dealt with by the academy.
5. Pushing, tripping, slapping, hitting, punching, spitting, throwing things, can be considered as "assault". More serious physical attacks could be seen as a criminal offence. Physically intimidating someone or using threatening language or gestures would also constitute bullying, as would taking or damaging property.

Signs and Symptoms

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- Is frightened of travelling
- Refuses to go on buses.
- Begs to be driven to PCA.
- Changes their routine.
- Unwilling to go into the academy (academy-phobic).
- Begins to truant.
- Becomes withdrawn, anxious or lacking in confidence.
- Starts stammering.
- Attempts or threatens suicide or runs away.
- Cries themselves to sleep at night or has nightmares.
- Feels ill in the morning.
- Begins to do poorly in academy work.
- Comes home with clothes torn or books damaged.
- Has possessions which are damaged or "go missing."
- Asks for money or starts stealing money (to pay bully).
- Has dinner or other monies continually "lost."
- Has unexplained cuts or bruises.
- Becomes aggressive, disruptive or unreasonable.
- Is bullying other children or siblings.

- Stops eating.
- Is frightened to say what's wrong.
- Gives improbable excuses for any of the above.
- Is afraid to use the internet or mobile phone.
- Is nervous and jumpy when a cyber-message is received.

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

Dealing with bullying

The **five-step** approach, as detailed below, should be followed.

Be available	<p>Break the code of secrecy</p> <p>Let students know they will be listened to</p> <p>Give immediate support</p>
Investigate	<p>All incidents must be reported to the SLT. Every incident will be investigated as soon as possible. In the first instance, <u>all</u> parties will be interviewed individually to avoid intimidation and produce an accurate report.</p>
Record	<p>Incidents must be recorded in writing.</p>
Respond	<p>The nominated SLT member is responsible for deciding on an appropriate strategy that may include counselling to support the victim, Restorative Justice strategies, sanctions to punish the bully and behavioural interventions to prevent future bullying e.g. counselling for the bully. PCA uses a series of 3 escalation-notification letters after each bullying episode (see Appendix 2(a)).</p>
Follow up	<p>All incidents will be followed up at pre-arranged times.</p>

Appendix 2(a): Anti-Bullying Letters

Bullying Letter 1

**Park Campus
Academy**

Park Campus Academy
Gipsy Road,
West Norwood,
London.
SE27 9NP

Tel: 0207 504 0542
info@parkcampus.org.uk

Sent via Email & 1st Class Post

Ms [REDACTED]
[REDACTED]
London
SW9 [REDACTED]

[REDACTED] [REDACTED] 20[REDACTED]

Dear Ms. [REDACTED],
[REDACTED] DoB: [REDACTED]/20[REDACTED]

I regret to inform you that [REDACTED] has been involved in a bullying incident.

[REDACTED] was part of a group of students who verbally and physically bullied another Year [REDACTED] student – who had been wetted by others with a water-spray ‘gun’ (taken from a teachers’ desk). [REDACTED] decided to use his polo shirt to hit the student on the back / head and then run off in the amphitheatre - humiliating [REDACTED] and entertaining peers around. [REDACTED] went on to slap the same student again on the back of [REDACTED] head – for no justifiable reason – whilst [REDACTED] was in the lunch line.

Bullying is taken seriously at Park Campus Academy as it is our responsibility to ensure that all students feel safe in school. [REDACTED]’s behaviour has undermined this.

We keep a record of all bullying incidents and will let you know if there is another occurrence. Furthermore, [REDACTED] will have a Bullying 1:1 Meeting with myself this week – notes of which will be retained on his school record. I would be grateful if you would talk to [REDACTED] regarding this unacceptable behaviour.

If you have any queries, please do not hesitate to contact me.

Yours sincerely,

Mr Nick Mallett
Assistant Head Teacher

Bullying Letter 2

**Park Campus
Academy**

Park Campus Academy
Gipsy Road,
West Norwood,
London.
SE27 9NP

Tel: 0207 504 0542

info@parkcampus.org.uk

Sent via Email & 1st Class Post

Ms [REDACTED]
[REDACTED]
[REDACTED]

London
SE24 [REDACTED]

[REDACTED] [REDACTED] 20[REDACTED]

Dear Ms. [REDACTED],
[REDACTED] DoB: [REDACTED]/20[REDACTED]

I regret to inform you that [REDACTED] has been involved in a second bullying incident.

[REDACTED] was part of a group of students who verbally and physically bullied another Year 11 student – [REDACTED] had a water-spray 'gun' (taken from a teachers' desk by another) and repeatedly soaked the other student in the amphitheatre area – laughing at [REDACTED], and humiliating [REDACTED] in front of peers in the process.

Bullying is taken seriously at Park Campus Academy as it is our responsibility to ensure that all students feel safe in school. [REDACTED]'s behaviour has again undermined this.

We keep a record of all bullying incidents and will let you know if there is yet another occurrence. Furthermore, [REDACTED] will have a Bullying 1:1 Meeting with myself this week – notes of which will be retained on his school record. I would be grateful if you would talk to [REDACTED] regarding this unacceptable behaviour.



If you have any queries, please do not hesitate to contact me.

Yours sincerely,

Mr Nick Mallett
Assistant Head Teacher

A handwritten signature in black ink, appearing to read 'Nick Mallett', with a horizontal line underneath.

Bullying Letter 3

Park Campus Academy
Gipsy Road,
West Norwood,
London.
SE27 9NP

Tel: 0207 504 0542
info@parkcampus.org.uk

Sent via Email & 1st Class Post

Mr [REDACTED]
[REDACTED]
[REDACTED]

London
SW2 [REDACTED]

[REDACTED] 20 [REDACTED]

Dear Mr. [REDACTED],

[REDACTED] DoB: [REDACTED]/20 [REDACTED]

I regret to inform you that [REDACTED] has been involved in a **third** bullying incident.

Bullying is taken seriously at Park Campus Academy / Pathways as it is our responsibility to ensure that all students feel safe in school. [REDACTED]'s behaviour has undermined this.

We keep a record of all bullying incidents and I am disappointed that this is the third time I have written to you with regards to [REDACTED]'s conduct.

I need to meet with you as a matter of urgency in order to discuss [REDACTED]'s behaviour as [REDACTED] is now at risk of exclusion should there be further instances of bullying.

Thank you once again for your support in this matter.

Yours sincerely,



Mr Benedict Opeku
Associate Assistant Head Teacher
SENCO & Pathways Lead