



The Ursuline Academy Ilford

Anti-Bullying Policy 2024

The Ursuline Academy Ilford

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1. School Mission Statement

‘Act, move, believe, strive, hope, cry out to him with all your heart, for without doubt you will see marvellous things...’ St Angela Merici

The Ursuline Academy Ilford is a Catholic community of faith, love, kindness and service. Guided by Gospel values and the Holy Spirit, we strive to create an inclusive environment where everyone in our diverse community can reach their full potential in all their endeavours.

Our young women are inspired by the witness of St Angela and the vibrant school community, whose motto ‘SERVIAM’- I will serve, empowers us all to play our full part in society.

Our mission statement makes clear our values and our commitment to all our students. Bullying is incompatible with these values and our desire for all students to be and feel safe and happy whilst at school. Bullying is damaging for the individuals involved and is contrary to the community we aim to build. As a school we, therefore, cannot tolerate any form of bullying and will do all in our power to eradicate bullying from our school.

2. What is Bullying?

Bullying is defined as being **sustained** and taking place where there is an **imbalance of power**. This means that an isolated incident, which may be serious and require action under the behaviour policy, would not be considered bullying as it is not sustained. Similarly, an argument between two students where both use unkind words or actions towards each other, whilst requiring action, would not be considered bullying as there is not an imbalance of power.

Bullying aims to harm or intimidate the victim through ongoing acts that may include:

- Name calling or other verbal taunts and abuse.
- Malicious spreading of rumours about a person
- Abusive messages to or about a person shared via social media platforms or similar.
- Repeated mocking of a person (including via social media)
- Deliberately excluding a person from a group with a desire to isolate them.
- Physical abuse or assault of any kind
- Pressuring someone to behave in a way that they do not want to
- Extortion of money or possessions
- The bullying may include reference to a person’s protected characteristics (Equality Act 2010)

3. Reporting Bullying

Bullying can be reported at any time by a student or a parent or carer. A student in school can report concerns to any member of staff who will pass this on to the student’s Head of Year. Parents or Carers can report concerns directly to the Head of Year via telephone or email.

The school reception can provide contact details for the appropriate Head of Year in the event that parents or carers are unsure. School reception can be reached on 020 8554 1995.

4. Responsibilities of Staff, Students and Parents in relation to Bullying

All members of the school community have a responsibility to recognise that bullying is a serious issue that is detrimental to student wellbeing and safety and must act as appropriate to prevent bullying taking place and ensure it is addressed effectively where it does occur.

School Staff: Headteacher

Mrs Stone has overall responsibility for ensuring students are safe and happy at school. She works closely with the Pastoral Deputy Headteacher and provides oversight of the school's response to bullying that she has delegated to him.

Pastoral Deputy Headteacher / Designated Safeguarding Lead – Mr G Challis

- Responsibility for student behaviour, safety and wellbeing and, therefore, oversees the school's response to bullying.
- Setting school policies and procedures that set out how we respond to and deal with bullying and ensuring that these policies are effectively implemented across the school.
- Coordinating the school's pastoral leaders (Heads of Year) in responding to reports and cases of bullying.
- Responding to parental concerns or complaints about bullying and its handling in school.
- Coordinating the planning and implementation of preventative work such as education about bullying and how to recognise bullying.
- Ensuring students know how to report bullying and who they can report to if they have a concern.
- Liaising with outside agencies including police and social services where necessary.

Head of Year

- To respond to complaints or concerns about bullying raised by members of the community.
- To thoroughly investigate alleged cases of bullying to establish what has happened.
- To record all reports of bullying, investigations into bullying and established cases of bullying on the school's recording systems.
- To work with parents to support victims of bullying and those accused of bullying.
- To plan sufficient age-appropriate education and formation against bullying for their year group.

All Teaching and Support Staff

- To maintain a high level of vigilance and report any suspicions of bullying immediately.
- To support pastoral leaders in enacting measures to prevent bullying and support victims e.g. monitoring students, providing a safe space etc.
- To respond to student or parental concerns around bullying with care and as a priority ensuring all details are recorded on the school system and the appropriate pastoral leader is made aware of the issue.
- To deliver effective anti-bullying messages through form time and PSHE as directed by the Head of Year.

Parents and Carers

- Understand who they should contact if they have concerns about bullying in school.
- Provide the school with the full details of alleged bullying incidents to the best of their ability.
- Allow the school sufficient time to investigate the alleged bullying.
- Work with the school to support any necessary safety planning or provision of further support such as counselling.

- Never attempt to address concerns of bullying themselves by approaching students, parents or through online or telephone communication.
- Never encourage children to take matters into their own hands, including condoning the use of violence towards another.
- To use the school's complaints policy if they are unhappy with the response to or handling of a report of bullying.

Students

- To never engage in the bullying of others.
- To not be a bystander to bullying and understand that this can empower the bully to continue this behaviour.
- To report bullying to a member of staff and to fully cooperate in school investigations into bullying.
- Never attempt to resolve bullying or other disagreements or disputes themselves.
- Do not engage in gossip either in person or online.
- Understand that all forms of bullying are serious incidents and will result in significant consequences for those found to be engaged in such behaviour.

5. Preventing Bullying

We aim to foster an environment where bullying does not take place and preventative work is, therefore, crucial. Our approach comprises a range of strategies and includes education about bullying and the damage it causes through assembly, PSHE and form time; special events such as anti-bullying week; and having very clear processes for reporting bullying so all students know it is easy to report concerns. Students in the main school are not permitted to use their mobile phones at any time during the school day, which is also, in part, an anti-bullying measure.

6. Responding to Reports of Bullying

When a report of bullying is received, the following actions take place:

- I. The victim / complainant completes a bullying report form. This guides them to specifically state who is involved and what they have done and how long this has gone on for. The student also provides a narrative statement on this form so we can be as clear as possible about what the problem is and who is involved.
- II. Complaint is recorded on our school system (cpoms) and the report form scanned and uploaded. The students accused of bullying will be linked to the incident.
- III. Victim / complainant supported through being given safety advice e.g. supervision at lunch time, somewhere to go if they feel uncomfortable etc. Parents will also be contacted. Focus on ensuring the victim feels safe to be in school with appropriate measures put in place.
- IV. Students accused of bullying are spoken to as a high priority. They will provide a written account of their involvement and be questioned by the investigating member of staff. The student will be warned not to go near or communicate with the complainant whilst the issue is being investigated. If any bullying or arguments have happened in the past, they are to cease immediately. All statements uploaded to the online incident.
- V. Allegation fully investigated by interviewing further witnesses.

- VI. Based on the outcome of the investigation, action will be taken to ensure any bullying stops. Whilst this will depend on many factors it may include consequences for serious misbehaviour as outlined in the school's behaviour policy; parental meetings with those involved; reparation meetings between students; ongoing support and monitoring.
- VII. Staff will remain vigilant under the coordination of the appropriate Head of Year.

7. Levels of Response to Bullying

Whilst the previous section outlines our approach to investigating and dealing with cases of bullying, all incidents are unique and the precise response taken by the school will differ from case to case. Examples of difference in behaviour consequences include:

- The severity of what has taken place – the exact actions that have taken place as part of the bullying will be a determining factor in the level of consequence issued to those at fault.
- Students with SEND – in common with all our responses to student behaviour, we will sometimes adjust consequences to ensure fairness and equity for all students.
- Aggravating factors – consequences may be adjusted if the bullying has included discrimination against a person's protected characteristics (Equality Act 2010).
- Whether this is the first time a student has behaved in this way or not will also impact on the school's response.

All responses to bullying aim to bring about a swift and successful resolution whilst also holding students to account for their actions and educating them about the consequences of their behaviour. Ensuring student safety will always be the primary objective in all action taken.

8. Where Parents, Carers or Students are unhappy with the school's response

There are occasions when parents, carers or students may feel that the school has not responded appropriately to a report of bullying. In the first instance, such concerns should be raised with the appropriate Head of Year and, if this does not resolve the issue, with Mr Gary Challis, The Pastoral Deputy Headteacher.

Where this issue has still not been resolved satisfactorily, the schools' complaints policy should be followed and a link to this policy can be found below.

[Complaints Policy](#)