



Italia Academy of Theatre Arts

Anti-Bullying Policy

Overview

The Theatre Arts School's anti-bullying policy is to prevent bullying of any sort and to ensure that everyone can operate in a supportive, caring and safe environment without fear of being bullied. All members of the community, including SMT, teaching and non teaching staff, pupils and parents should have an understanding of what bullying is and be familiar with the School's policy on bullying: therefore the aim of the policy is to help members of the school community to deal with bullying when it occurs and, even more importantly, to prevent it. Bullying is an anti-social behaviour which affects everyone; it is unacceptable and it will not be tolerated. Everyone in the community has a responsibility to report any incident of bullying that comes to their attention and these reports will always be taken seriously.

This policy should be read in conjunction with the school's policies: Child Protection (Safeguarding), Equal Opportunities Behaviour, SEND, PSHCE Policy and Schemes of Work and is integral to the Spiritual, Moral, Social and Cultural development of pupils underpinning the promotion of the core values of democracy, the rule of law, individual liberty and mutual respect and tolerance of each other (Promoting British Values Policy 2015). This anti-bullying document is also compliant with: Promoting Positive Behaviour and Relationships Equality Act, 2010. SEND Code of Practice 2014: 0 to 25 years Preventing and Tackling Bullying: Advice for School Leaders, Staff and Governing Bodies, October 2014 Keeping Children Safe in Education, DFE, 2015

The Behaviour Management policy also states that 'At Italia Conti we believe that teaching and learning is most effective and beneficial when there is a calm, happy and safe environment'. Its aims include the promotion of 'positive behaviour throughout our community'. It also aims to 'ensure that bullying in any form is unacceptable and will always be taken seriously'.

Definition of Bullying

Pupils are bullied for a variety of reasons and the bullying can manifest itself in many different ways including; bullying related to race, religion or culture, bullying related to SEND , bullying related to appearance or health conditions, bullying related to sexual orientation, sexual/sexist, bullying of young carers, looked-after children or otherwise related to home circumstances, sexist or sexual bullying. The use of mobile phones, email and web-based chat rooms has led to the rise of cyber-bullying, which may be defined as the sending or posting of harmful or cruel text or images using the internet or other digital communication devices. The school

recognises cyber-bullying), as a form of bullying. This includes; all areas of internet, such as email, social websites and internet chat room misuse, mobile threats by text messaging and calls, misuse of associated technology, i.e. camera video facilities and photographs.

Bullying can take place between pupils, between pupils and staff, or between staff; by individuals or groups; face-to-face, indirectly or using a range of cyber-bullying methods.

Bullying may be defined as the wilful, conscious desire to hurt, threaten or frighten someone. It can involve physical or verbal attacks, name-calling and malicious gossip and is the wilful, conscious desire to frighten, dominate or hurt someone else by the use of words or gestures, even just by a look, or by actual physical violence thereby damaging their self-confidence or self-esteem.

Bullying makes the lives of its victims a misery: it undermines their confidence and self esteem; and destroys their sense of security and can be psychologically damaging. Bullying impacts on its victims' attendance and attainment at school, marginalises those groups who may be particular targets for bullies and can have a lifelong negative impact on some young people's lives.

Bullying can have potentially long-lasting and damaging psychological effects on the victim which could ultimately include suicide, and is harmful to the whole school community. The School recognizes that bullying is sometimes linked to prejudice and discrimination. If this is found to be the case, the School will seek to remind and educate the perpetrator(s) of the Academy's Equal Opportunities Policy. In particular the School recognizes that racism; sexism and homophobia are a form of bullying and will not tolerate it. There are criminal laws that apply to harassment, assault and threatening behaviour. If staff members feel that an offence may have been committed, they should seek assistance from the police.

Objectives

We aim to ensure that all pupils receive an education free from humiliation, oppression and abuse. Our Mission is to create a secure and safe environment for all pupils in our care so that parents may send their children to school in the confident knowledge that they will be protected from bullies. We aim to give all staff both teaching and non teaching, pupils and parents a greater understanding of bullying and how to deal with it. We provide clear procedures for reporting and dealing with bullying. We encourage a culture and ethos within which bullying is seen to be totally unacceptable behaviour.

If bullying does occur, all pupils should feel able to tell and know that incidents will be dealt with promptly and effectively. All forms of bullying need to be taken seriously and dealt with appropriately. Anyone who knows that bullying is happening is expected to tell staff.

Prevention of Bullying

The School aims to create a caring, co-operative ethos through its pastoral structure, teaching methods, assemblies and inter-personal relationships. In particular, Personal and Social (PSCHE) Education provides pupils with opportunities to discuss bullying in role-playing situations and also helps them to develop their social skills.

The school provides adequate supervision of classrooms, social and changing areas, corridors, toilets and other areas of the school accessible to pupils, at all times of the school day.

Procedures to Follow

Action in cases of suspected bullying; all allegations of bullying are examined thoroughly and carefully to ascertain the extent of the problem. All parties involved are given the chance to talk about incidents which occur. It is only through bringing the situation out into open discussion that anything effective can be done.

Serious incidents of any kind are recorded at the time, by the parties concerned, and a report made to the Head Teacher. These records are kept, and parents and relevant staff are informed. If necessary and appropriate, police will be consulted and where there is a danger of serious harm, the DSLO will also refer to children services (see Safeguarding Policy 2016). An attempt will always be made to help the bully (bullies) change their behaviour.

The pupils concerned agree on a course of action (to apologise, make amends, change behaviour patterns, adopt more positive values etc.) Pupils affected by bullying are reassured and can be offered counselling on strategies of behaviour and on developing a more positive self-image.

In practical terms; by ensuring that the Pastoral System has clear methods for dealing with incidents with firmness and sensitivity; by making sure that all teaching and non-teaching staff are aware of the procedures to be followed in cases of suspected bullying; by all forms of abusive language racist, sexist, homophobic, cyber or any other kind which demeans individuals and is contrary to the Equal Opportunities Policy being challenged and acted upon by all staff and prefects of the school; by form tutors and subject staff observing their pupils, and the social interaction of the group, and giving adequate supervision at break and lunch times, especially in places where bullying may occur; by pupils themselves taking responsibility for discouraging bullying, and to view reporting of incidents as sensible and not telling on mates; by pupils using strategies to avoid bullying e.g. keeping away from places where they may be threatened, and staying in a group.

The key points from this policy will be prominently displayed on the school notice boards and will be discussed with pupils during Tutor led sessions and in assembly. Anti-bullying will feature as a discussion point for student committees and feedback will be taken to School Council. It will also be revisited as necessary during Personal and Social Education sessions for all years and reinforced in other areas of the curriculum as the opportunities present themselves e.g. drama, musical theatre.

Opportunities will also be sought to allow parents to contribute to the school's actions to prevent bullying. Annual pupil surveys will be used to facilitate an understanding of the level and type of bullying that pupils might have experienced.

Signs and Symptoms

A pupil 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 pupil is frightened of walking to or from school, doesn't want to use public transport, begs to be driven to school, changes their usual routine, is unwilling to go to school (school 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 class/homework. Other signs may include coming 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, comes home starving (money/lunch has been stolen).

A pupil might also indicate by signs or behaviour that he or she is being bullied by suddenly becoming aggressive, disruptive or unreasonable, starting to bully other children or siblings, by not eating, looking frightened to say what is wrong, giving improbable excuses for any of the above, is afraid to use the internet or mobile phone or is nervous 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.

Senior Management Team

The Senior Management Team will support the Head teacher in all attempts to eliminate bullying from our school. It will not condone bullying in any form and take seriously any incidents of bullying as it undermines the whole ethos of the school and the well being of those in it.

It will monitor the incidents of bullying that occur and review the effectiveness of the Anti-bullying Policy on a regular basis. The SMT expect the Head teacher to keep accurate records of all incidents of bullying and to report to the governors on request about the effectiveness of school Anti-bullying strategies.

If any parent should make a complaint to the SMT about bullying they will respond within five working days of the complaint. In all cases, the SMT notifies the Head teacher and asks the Head teacher to conduct an investigation into the case and to report back to a representative of the governing body.

The SMT will conduct an annual review of the Anti-Bullying Policy and Procedures.

Headteacher

It is the responsibility of the Head Teacher to implement the school anti-bully policy and to ensure that all staff (both teaching and non-teaching) is aware of the school policy and know how to deal with incident of bullying.

The Head Teacher must keep the SMT informed about the effectiveness of the anti-bullying policy.

The Head Teacher ensures that all staff receive sufficient training to be equipped to deal with all incidents of bullying.

If a parent contacts the school with concerns over bullying the Head teacher, or a member of the Senior Management Team will investigate the alleged incident immediately and will report their findings and what, if necessary, is being done.

The Head Teacher should consider the teacher's account of the incident and if necessary, interview all pupils (victims and perpetrators) involved in the alleged bullying and ask them for written accounts (if appropriate).

The Head Teacher will decide on appropriate disciplinary action, and also advice and counselling to discourage a repetition of such behaviour. Constant monitoring of the situation will be necessary. In serious cases of severe and persist bullying, suspension or even exclusion will be considered.

The Head Teacher will:

- provide the pupil(s) with support and reassurance and inform his/her parents of the situation.
- Ensure that the pupil accused of bullying offers an apology and any other appropriate recompense.
- Write a letter or arrange an interview to make the unacceptable nature of the behaviour and the consequences of any repetition, clear to the bully and his/her parents.
- Inform the victim(s) and parents of the outcome of the investigations and of the measures taken.
- Keep a full written record of the incident, investigation and outcome. Inform and involve the police if appropriate.
- Inform the Vice Principal/Principal who may report to the SMT as appropriate. Whenever possible, attempt to reconcile the pupils.

Staff

Teachers should remember that their behaviour and language can help to create a climate in which bullying takes place. For example, a teacher who resorts to sarcasm, teasing and humiliation of pupils is sending out a message that this type of behaviour is acceptable.

If a pupil reports a case of bullying to you, you need to treat it seriously, listen carefully and record all incidents, offer the victim immediate support and help by putting the school's procedure into action.

Pupils

Bullying is not acceptable at Italia Conti and everyone's co-operation is needed to ensure that it doesn't occur. Show respect and tolerance in your relationships with all members of the school community. If you see anyone bullying another pupil e.g. making them unhappy by physical intimidation, or by making unkind jokes, or by spreading rumours do something about it.

Talk to the person who is upset, talk to the person doing the bullying, and discuss what to do with your friends, report it to a teacher.

By doing nothing you are allowing bullying to continue.

If you are being bullied e.g. being made to feel unhappy or isolated, if nasty remarks are persistently being made about you, if you are being pushed unnecessarily you must tell someone; Talk to the person/people doing it, tell your form tutor, talk about it at home.

The school encourages pupils to Say NO to BULLYING.

Know and understand what bullying means and the consequences of bullying type behaviour.

Be active not passive - speak out/tell about/report incidents of bullying.

Listen to, support and help bullied pupils.

Develop a range of assertiveness strategies to use in the event of a bullying situation.

Take personal responsibility for your own behaviour towards others.

Parents

If parents are concerned that their child is being bullied or may be bullying others, they should contact the Head Teacher immediately.

Parents have a responsibility to support the school's anti-bullying policy and to actively encourage their child to be a positive member of the school community.

This policy covers the whole school day from Assembly to the end of the final vocational activities.

Cyber-Bullying

Italia Conti embraces the advantages of modern technology in terms of the educational benefits it brings, however the school is mindful of the potential for bullying to occur. Central to the school's anti-bullying policy is the belief that 'all pupils have a right not to be bullied' and that 'bullying is always unacceptable'. The school also recognises that it must 'take note of bullying perpetrated outside school which spills over into the School'. Under powers granted by the EIA 2006, the Head Teacher is able to police cyber-bullying or any bullying aspects carried out by pupils even at home.

Definition Of Cyber-Bullying

Cyber-bullying is an aggressive, intentional act carried out by a group or individual using electronic forms of contact repeatedly over time against a victim who cannot easily defend himself/herself.

By cyber-bullying, we mean bullying by electronic media such as:

- Bullying by texts or messages or calls on mobile phones
- The use of mobile phone cameras to cause distress, fear or humiliation
- Posting threatening, abusive, defamatory or humiliating material on websites, to include blogs, personal websites, social networking sites
- Using e-mail to message others
- Hijacking/cloning e-mail accounts
- Making threatening, abusive, defamatory or humiliating remarks in chat rooms, to include Facebook, Bebo, Youtube and Ratelyteacher

Legal Issues

Cyber-bullying is generally criminal in character. There are laws that apply to cyberspace:

- It is unlawful to disseminate defamatory information in any media including internet sites.
- Section 127 of the Communications Act 2003 makes it an offence to send, by public means of a public electronic communications network, a

message or other matter that is grossly offensive or one of an indecent, obscene or menacing character.

- The Protection from Harassment Act 1997 makes it an offence to knowingly pursue any course of conduct amounting to harassment.

Policy On Cyber-Bullying

Italia Conti educates its pupils both in the proper use of telecommunications and about the serious consequences of cyber-bullying and will, through PSHE and in workshops and assemblies which continue to inform and educate its pupils in these fast changing areas.

The Academy trains its staff to respond effectively to reports of cyber-bullying or harassment and has systems in place to respond to it. Italia Conti endeavours to block access to inappropriate web sites, using firewalls, antivirus protection and filtering systems and no pupil is allowed to work on the internet in any other location within the school which may from time to time be used for such work, without a member of staff present. Where appropriate and responsible, Italia Conti will audit communications and regularly reviews the security arrangements in place.

Whilst education and guidance remain at the heart of what we do, Italia Conti reserves the right to take action against those who take part in cyber-bullying.

- All bullying is damaging but cyber-bullying and harassment can be invasive of privacy at all times. These acts may also be criminal acts.
- Italia Conti supports victims and, when necessary, will work with the Police to detect those involved in criminal acts.
- The school will use, as appropriate, the full range of sanctions to correct, punish or remove pupils who bully fellow pupils or harass staff in this way, both in or out of school.
- The school will use its power of confiscation where necessary to prevent pupils from committing crimes or misusing equipment.
- All members of the School community are aware they have a duty to bring to the attention of the Head Teacher any example of cyber-bullying or harassment that they know about or suspect.

Guidance For Staff

If you suspect or are told about a cyber-bullying incident, follow the protocol outlined below:

Mobile Phones

- Ask the pupil to show you the mobile phone
- Note clearly everything on the screen relating to an inappropriate text message or image, to include the date, time and names
- Make a transcript of a spoken message, again record date, times and names
- Tell the pupil to save the message/image
- Inform a member of the Senior Leadership team and pass them the information that you have

Computers

- Ask the pupil to get up on-screen the material in question
- Ask the pupil to save the material
- Print off the offending material straight away
- Make sure you have got all pages in the right order and that there are no omissions
- Inform a member of the Senior Leadership team and pass them the information that you have
- Normal procedures to interview pupils and to take statements will then be followed particularly if a child protection issue is presented.

Guidance For Pupils

If you believe you or someone else is the victim of cyber-bullying, you must speak to an adult as soon as possible. This person could be a parent/guardian, or a member of staff at Italia Conti.

- Do not answer abusive messages but save them and report them
- Do not delete anything until it has been shown to your parents/guardian or a member of staff at Italia Conti (even if it is upsetting, the material is important evidence which may need to be used later as proof of cyber-bullying)
- Do not give out personal IT details
- Never reply to abusive e-mails
- Never reply to someone you do not know
- Stay in public areas in chat rooms

Guidance For Parents

It is vital that parents and the school work together to ensure that all pupils are aware of the serious consequences of getting involved in anything that might be seen to be cyber-bullying. The school informs parents of the cyber-bullying policy and the procedures in place to deal with cyber-bullying.

- Parents can help by making sure their child understands the school's policy and, above all, how seriously Italia Conti takes incidents of cyber-bullying
- Parents should also explain to their children legal issues relating to Cyber-bullying
- If parents believe their child is the victim of cyber-bullying, they should save the offending material (if need be by saving an offensive text on their or their child's mobile phone) and make sure they have all relevant information before deleting anything
- Parents should contact the school as soon as possible. A meeting can then be arranged with a member of the Senior Leadership Team
- If the incident falls in the holidays Italia Conti reserves the right to take action against bullying perpetrated outside the school which spills over into the school.

E-Safety At Home

Several sites offer helpful advice to parents, particularly with respect to how they can best monitor their child's use of the computer at home. Important and useful information can be found on the following site:

www.nextgenerationlearning.org.uk/safeguarding-learners/Safeguarding-learners-content/Parents-and-carers

ICT Code Of Conduct

This is displayed prominently in the ICT Room and the Code of Conduct is explained and discussed with pupils in assemblies, PSHE classes and in-house workshops.

National Bodies

Further support and guidance may be obtained from the following:

- www.teachernet.gov.uk/wholeschool/behaviour/tacklingbullying/cyber-bullying

The following information can be downloaded from the above website:

- Safe to Learn: *Embedding anti-bullying work in schools* (2007):
- Cyber-bullying Guidance and Resources. Safe to Learn
- Cyber-bullying Summary Leaflet

- www.antibullying.net/cyber-bullying1.htm for an Information Sheet for Teachers and other Professionals who work with Young People
- www.becta.org.uk for information on safeguarding learners
- Beatbullying Rochester House London SE19 2AT 020 8771 3377 www.beatbullying.org
- Anti-Bullying Alliance National Childrens Bureau 8 Wakley Street London EC1V 7QE 020 7843 1901 www.anti-bullyingalliance.org.uk

Organisations that can help:

Advisory Centre for Education	020 7354 8321
Child line	0800 1111
Children's Legal Centre	020 7359 6251
KIDSCAPE	020 7730 3300
Parent line	01268 757 077

Children's Commissioner: The Office of the Children's Commissioner Sanctuary Buildings 20 Great Smith Street London SW1P 3BT Tel: 020 7783 8330 Email: info.request@childrenscommissioner.gsi.gov.uk

KIDSCAPE has three booklets about bullying:

- Stop Bullying!
- You Can Beat Bullying! A Guide for Young People
- Preventing Bullying: A Parent's Guide

For a free copy of each booklet send a large SAE to:

KIDSCAPE, 152 Buckingham Palace Road, London SW1W 9TR

This policy will be reviewed once a year.