

## **LANDAU SCHOOL Anti-Bullying Policy**

LANDAU School is committed to providing a supportive, friendly, and safe environment for staff and students. No form of bullying or harassment will be tolerated and all students are encouraged to inform the teaching staff or school management if they are being bullied or harassed or if they are aware that others are being bullied or harassed. This includes bullying using social networking sites or by mobile phones.

We recognize our obligation to provide measures that encourage good behaviour and prevent all forms of bullying amongst students. This includes times when the students are not at LANDAU premises, such as during school trips.

### **What is bullying?**

Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally.

The Anti-Bullying Alliance states that bullying mostly falls into two categories:

- emotionally harmful behaviour, such as taunting, spreading hurtful rumours and excluding people from groups; and
- physically harmful behaviour, such as kicking, hitting, pushing, or other forms of physical abuse.

### **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 him or herself. This includes using ICT, particularly mobile phones and the internet, deliberately to upset someone else.

### **What is harassment?**

Harassment can be defined as any conduct related to age, disability, nationality, race, religion, gender, sexual orientation, or any other personal characteristics which is unwanted, unreasonable, or offensive to the recipient or any conduct which affects the dignity of any individual or group of individuals.

Bullying/harassment can take many forms including:

- unwelcome physical or verbal advances
- physical or verbal abuse
- cyberbullying (offensive messages etc.) by text, email, or on the internet – i.e. any form of electronic communication
- unfair treatment/victimisation
- inappropriate jokes or banter (including when written down in any form)
- remarks which are embarrassing, insensitive, threatening, or intimidating
- aggressive behaviour
- inappropriate gestures
- offensive clothing or badge wearing

- offensive pictures
- abuse of offensive screen savers

### **Responsibility**

It is the responsibility of ALL members of LANDAU School to ensure that the workplace is free from harassment or bullying. LANDAU School takes reports of bullying extremely seriously and will do all it can to resolve any issues, through mediation, support, and where necessary disciplinary procedures.

As part of our disciplinary process incidents of harassment or bullying will be recorded and Senior Leadership Team will undertake necessary measures.

### **Allegations of Harassment and/or Bullying**

Incidents of alleged bullying and harassment may vary from 'teasing' and 'horseplay' to serious violence and intimidation which threaten the life or mental health of the recipient. It is therefore important to select the appropriate level of response.

Informal procedures can be a speedy and amicable way of resolving conflict and should be sought in the first instance, unless the nature and seriousness of the complaint are such that informal action would be inappropriate. Measures will be taken in accordance with LANDAU School Behaviour Policy (See Behaviour Policy).

The recipient of any unwanted behaviour should be advised to make notes of any incidents and names of witnesses. Where cyber-bullying is involved, the victim should keep all electronic evidence.

### **What to do**

If you feel that you have been harassed or bullied, or if you witness bullying or harassment, you have several options.

***If you are a student***, you could:

- talk to the person concerned; it may be that they do not realise that they are causing offence or discomfort
- talk to your Form Tutor, Mainstream Teacher, Homeroom Teacher or any trusted adult
- talk to Deputy Principal or Principal

***If you are a member of staff***, you could:

- talk to the person concerned
- talk to your line manager, Principal, or any other senior member of staff
- talk to CEO

### **What will happen next?**

#### **The alleged bully is a student**

##### **1) Challenge the Behaviour**

Anyone who feels they are being bullied should ask the other person to stop; they should also explain why the other person's behaviour is unacceptable.

All staff and students have a duty to challenge any bullying or harassment as follows:

- make sure that bullying is or was taking place, not merely horseplay in which the recipient is happy to take part;
- make it clear to the alleged bully that their behaviour is unacceptable, and explain why;
- encourage and support the recipient.

If a student lacks the confidence to challenge bullying, they should tell an appropriate member of staff (e.g. Form Tutor/ Subject Teacher or any member of management) and ask for assistance.

When the alleged bully has been challenged and told that their behaviour is unacceptable, that may be enough to stop it. They may have been unaware that their behaviour is offensive or unwanted. If this does not stop the bullying, then the recipient may wish to seek a resolution via informal or formal procedures.

## **2) Mediation (with the assistance of the Form Tutor/Mainstream Teacher/Homeroom Teacher)**

If harassment or bullying has occurred, and the recipient either feels uncomfortable about challenging the other person, or they have already done so to no effect, they should talk the situation through with a friend or a member of staff such as their Form Tutor/Mainstream Teacher/Homeroom Teacher. This can sometimes give the student the confidence to deal with the situation themselves.

If the student still feels intimidated, they may want to ask for the support of one of the above, to mediate: either to accompany them when they speak to the other person, or to speak on their behalf. It may be appropriate to organise a meeting between the parties, mediated by an impartial third party (e.g. Deputy Principal), especially if the alleged bully is making a counter-complaint. It is important to identify the cause of the conflict and to agree a solution. LANDAU School will usually try to encourage a solution via mediation before moving to the formal procedures.

## **3) Mediation is not wanted by the recipient, refused by the bully or ineffective**

If the recipient does not wish to take part in mediation, then the matter will be dealt with immediately under LANDAU School Behaviour Policy actions taken against level 3 infractions.

### **The alleged bully is a member of staff**

If the alleged bully is a member of staff, the student should seek assistance from an appropriate (other) member of staff. After an initial discussion with the recipient, that (other) member of staff should decide whether there is 'cause for concern', and ascertain whether the recipient wishes any action to be taken.

### **Associated Documents:**

- Child Protection Policy
- Behaviour Policy
- Safeguarding Policy
- Student Handbook

### **If you believe you are being bullied or harassed:**

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Do not retaliate or seek revenge. If you are in immediate danger from bullies, get away, do not try to fight. Find the nearest member of staff, or go to Security.

If you cannot resolve the situation on your own, recognise that to stop the bullying, you must do something about it. Tell a member of staff (trusted adult) who will help you decide on the best course of action.

**If you see anyone being bullied or harassed:**

Remember that the best defense we have against any anti-social behaviour, including bullying, is the respect we have for each other.