



# Manchester Academy

## Anti-Bullying Policy

### 2024 – 2025 DRAFT

<b>Designated Lead Person(s)</b>	Mrs. G. McMullen (Vice Principal)  Ms. Rebecca Tempest – Assistant Vice Principal – Y11  Ms. Shaila Trivedi - Assistant Vice Principal – Y9 & Y10  Ms. Deniece Boateng - Assistant Vice Principal – Y7 & Y8
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## Manchester Academy Anti-Bullying Strategy

Manchester Academy believes bullying ruins lives and we will not tolerate any form of bullying within the Academy. Our definition of bullying is:

**'Deliberate, persistent** behaviour that causes another person(s) upset.'

**Deliberate** means that the person involved chose to make the decision to upset someone. **Persistent** means that it happens on more than one occasion. A person could be very upset by a serious one-off incident and this type of incident will be dealt with seriously if it contravenes the Academy's expectations of behaviour. Bullying is not acceptable because it means a person is being upset regularly and because a person or a group of people is/are **deliberately** choosing to upset someone and this is a breach of The Manchester Academy Way.

Bullying can be physical, verbal, written, emotional, discriminatory and/or electronic. If you feel you are a victim of bullying, please do not keep your upset to yourself. Talk to someone. If you are a student talk to your Form Tutor, the Pastoral Support Leader/Year Director for your year group, the safeguarding team, a counsellor, a member of the Senior Leadership Team, the Principal or **ANY** adult in the Academy you feel you can talk to. If we are not aware of the issue, then we are less able to work to make it better. Sometimes students may not report bullying because they feel that by mentioning it things will get worse. Sometimes things do not improve completely straight away but we will stop bullying so please do not keep your pain to yourself.

We treat bullying seriously and this means the sanctions for bullying are serious and might include, in the worst instances, a permanent exclusion from Manchester Academy.

Bullying can be motivated by actual differences or perceived differences.

Bullying can be:

- Physical e.g., punching, kicking, hitting, spitting at another person.
- Verbal e.g., name-calling and/or offensive, discriminatory verbal abuse.
- Exclusion e.g., deliberately excluding a person or encouraging another person to exclude a person from discussions/activities.
- Damage to property or theft e.g., deliberately damaging someone's or taking personal belongings.
- Physical or verbal threats might be used to force the person to hand over their property.
- Face-to-face or remote e.g., via the internet or text.

- By someone known to the recipient or an unknown person e.g., an anonymous email.
- Cyber-bullying e.g., communications that intimidate, control, manipulate, put down, falsely discredit, or humiliate.

This policy complies with all advice and legislation contained within:

DfE Guidance 'Preventing and Tackling Bullying' July 2017 which replaces 'Safe to learn; embedding anti-bullying work in Schools'.

- DfE Guidance 'Behaviour and Discipline in Schools' February 2024

Please refer to the Academy behaviour policy which includes all measures taken to encourage and promote good behaviour.

Manchester Academy is a Rights Respecting school and safety and protection combined with health, wellbeing, care and welfare is paramount therefore bullying will not be tolerated or accepted. Tolerance and respect are at the centre of our values as a World Class Academy, this is to ensure that all students take responsibility for their actions and to make certain that the Academy is a safe and nurturing place for the community.

### **Different types of bullying**

Bullying is deliberate and persistent, and it can be done in different ways, or a combination of different ways. Here are some of the different types of bullying:

- **Physical**

This is when someone is physically hurt or intimidated by the bully. Often bullies are cowards and will threaten physical violence to scare someone but never actually use force. It does not matter, being scared is horrible and affects a person's whole life. Hurting another person deliberately is an offence and is a horrible way to treat another person. Physical bullying is never right and can put the victim in danger. As with all bullying, it must be reported immediately.

- **Emotional**

This is often the worst kind of bullying. Nothing is done physically; nothing is said verbally but a person is left out persistently and deliberately. Perhaps they are pushed out of a friendship group, maybe they aren't invited to a social event. At its worst emotional bullying can destroy someone's self-esteem as they begin to believe they are worthless and dislikeable. Emotional bullying can be easily covered up as behaviours change when adults appear. Being an emotional bully makes someone feel more powerful than they really are, and it needs addressing quickly.

- **Verbal**

This is name-calling and making nasty comments. Sometimes this can be direct to the victim's face, sometimes the comments are made to make the victim feel silly or ugly or isolated. There is an old phrase that says, 'sticks and stones may break my bones, but names will never harm me'. Manchester Academy does not agree with this. Persistent and deliberate name-calling is cruel, vicious and the hateful words spoken can stay with someone for a long, long time after the name calling stops.

- **Discriminatory**

Protected characteristics are supported in Manchester Academy. Prejudice is when a person or a group of people are cruel to another person because of how they look, or because of their ethnicity or their sexuality. Breaching the Manchester Academy Way and disregarding the protected characteristics will be dealt with seriously. Manchester Academy supports the Equality Act 2010 equal opportunities for all, this means prejudice and discrimination has no place in any of our Academies.

- **Cyber bullying**

We believe cyber bullying is the use of a mobile phone or the internet to deliberately upset another person by spreading lies and rumours online; by sending or forwarding deliberately offending messages via instant messages, text or on social networks; by posting photographs without consent and by tricking others to reveal personal information.

Facebook, Snapchat, iMessage, Instagram, X – we now have a host of new ways to communicate and so, sadly, these exciting digital tools can be used for bullying. Electronic bullying can be emotional and often has the same impact. Messages can be sent in seconds but can leave damage that takes longer to heal. If you think you are a victim of electronic bullying, keep a record of any abuse you have received. Notify the company, such as Facebook and report the matter to the Academy. Digital bullying will be treated just as seriously as the other forms of bullying mentioned above.

We understand cyber bullying is highly intrusive and the hurt it causes can be very severe. As it leaves no physical scars cyber bullying is not easy to detect by a parent or a teacher. We acknowledge cyber bullying can take place anywhere and can target students and school personnel. There are many types of cyber bullying such as text messages, picture/video clips, mobile phone calls, emails, chat room bullying, instant messaging and the use of websites to convey threats, intimidation, harassment etc.

- **Sexual Harassment or Assault**

Sexual Harassment or assault is serious offence and is dealt with by the Personal Development and Safeguarding teams. The police may be notified for all incidents after

school investigation have been conducted. The same sanction protocols are applied to this behaviour and any decisions are agreed by the Principal.

### **Roles and Responsibilities: Anti-Bullying Policy**

#### **For students:**

- Should report any form of bullying to staff at Manchester Academy either in person or by staff email.
- Student should walk away from any potential or threatening situation and should and tell staff immediately.
- Students should follow the MA Way (MA3) Act and speak with kindness.
- Students should be mindful of each other feelings at all times of the day.

#### **For staff:**

- All incidents of bullying are investigated in a timely and fairly manner and that appropriate action is taken to support the victim of bullying and to hold the perpetrator to account for their behaviour.
- Always follow the Behaviour Policy/ Anti-bullying policy.
- Should be alert to all patterns in behaviour including a change in friendship groups, attendance, punctuality, achievement, contributions in lessons and around the academy.
- Be mindful of seating plans and grouping of students in lessons and activities that might lead to bullying.
- Must be proactive on duties in and out of school and notice any student who seem isolated and withdrawn. All concerns and issues must be reported immediately to the Pastoral Team and logged on Arbor.
- Use every opportunity to reinforce the MA Way, expectations of positive behaviours and good relationships.
- Could be requested to assist with an investigation of bullying.

#### **For Personal Development Team:**

- Anti- bullying is on the agenda of Pastoral/ Form Tutor Meeting
- Review the Anti-bullying policy annually
- Monitor, review and respond to patterns of bullying, act with immediacy and log all details of any incidents.
- Through student voice, gather feedback about personal safety and bullying in school to refine policy and practice.

### **For Curriculum Leader of PSHE:**

- CAL responsible for all relevant PSHE areas should ensure that anti-bullying is taught in class and through Personal Development aligning with anti-bullying activities in Form Time and assemblies.

### **For Principal:**

- Overall responsibility for safety and care of students in the Academy and at the gates.
- Responsible for ensuring that all staff are trained and know all aspects of the Anti-bullying policy.
- Ensure that all staff are on duty in all areas of the Academy for breaktimes and lunchtimes, before and after school to prevent actions of bullying occurring.
- Through the website and other forms of communications, ensure parents are made aware of their role in the Anti-bullying Policy.
- With support from SLT, ensure feedback from staff, students and parent help to refine the Anti-Bullying Policy for the next academic year.

### **For parents:**

- Noticing the signs that a child might show signs of bullying
  - Regular feeling of unwell and not wanting to go to school
  - Money or possessions go missing
  - Asking for more money for no reason
  - Unexplained cuts and bruises
  - As sudden and sustained change in behaviour – for example becoming tearful, unhappy or bad tempered
  - A change in sleeping patterns
  - A change in friendship groups or a reluctance to talk to friends

Parents to inform Manchester Academy staff of any form of bullying immediately to the Personal Development Staff ( Year Director, Year Leader)

### **How do we address bullying?**

Sometimes we talk to the victim then to the alleged bullies separately, explaining why their behaviour is bullying and the hurt it causes. Occasionally, if the victim feels it might be useful, we get everyone involved together in a restorative justice discussion to make sure everyone is clear that the most important outcome we need is for the bullying to stop so that hurt feelings can heal and the victim's self-esteem can be repaired.

If bullying continues after the Academy has intervened, then this becomes more serious. For example, a victim reports bullying, and a member of staff intervenes and puts in place measures to stop the bullying, but then the bullying starts again. This would be viewed as a VERY serious

matter. Bullying hurts because victims feel they cannot control their lives safely and healthily. If bullying stops, the victim will feel better and see hope for the future; if this hope is shattered because the bullies ignore advice, the victim will feel worse than they did when they reported the original bullying. The Academy will then have to take serious action.

### **What should staff and students look for when they are concerned about bullying?**

There is not a complete list of signs that a person might be a victim of bullying, but the following could be indicators that someone is suffering:

- Suddenly becoming quiet or withdrawn
- A change in character – becoming angry or tearful in a situation where previously they would have been okay or starts attention-seeking in bizarre ways
- Starts to isolate themselves, keeping away from other people and not mixing with friends or bigger social groups
- Changes routines to avoid certain situations, for example taking an unnecessarily long route to school or hanging around at the end of the day until all the other students have left
- Begins to change their appearance in unpredictable ways or begins to self-harm. Self-harming is when people deliberately hurt themselves because they feel very low about their self-esteem

These behaviours may not be linked to bullying but they can be important signs that someone is suffering.

Bullying ruins lives so it is better to report it and perhaps misread some of the signs than leave it because you fear being wrong. People who are suffering bullying can feel incredibly isolated so someone showing concern for them might make them feel a lot better. Do not let anyone suffer in silence.

### **Who do I talk to?**

Anyone! **What's vital is you tell SOMEONE who can make the situation better.** Do not suffer in silence. Who could this be?

- Another student, one you know in the Academy and know will be supportive
- Your parents
- A member of your family or a family friend
- Your Form Tutor
- Your Year Leader

- Your Year Director
- Any of your teachers / support staff
- A member of the Safeguarding team or an Academy Counsellor
- A Learning Support Assistant
- A member of the Senior Leadership Team (SLT)
- The Principal

The member of staff who the bullying was disclosed to, should always pass this information on to the Personal Development team of the year group. They will log the incident, and this will be recorded. Victims of bullying should understand that it will be taken seriously, this will be investigated, and appropriate action will be taken. The bullying behaviour, or threats of bullying, must be investigated and the bullying stopped quickly. The Personal Development team will investigate the allegation and depending on the severity of the case, there will be an appropriate sanction in line with the Academy Behaviour for Learning Policy.

### **Role of Students**

#### **Students will:**

- Comply with all the afore mentioned aspects of this Behaviour for Learning and Anti-Bullying policy
- Sign an Acceptable Use of ICT contract
- Report all incidents of bullying to a member of staff
- Not misuse mobile phones and other digital devices in a way which will upset, offend or threaten another individual. The Academy will remove a student's right to bring a mobile phone to school if such a device is misused

#### **Be advised:**

- Not to give out their own or anybody else's personal information
- To be careful what they write and post online
- How to block or report people
- Not to 'like' or share an unkind comment or image
- To talk to an adult in the Academy if something upsets them
- To keep a diary of what bullies do including dates and descriptions
- To write a letter to their Principal
- To save evidence of online bullying
- To contact the police if they are being harassed online
- Listen carefully to all instructions given by the teacher
- Ask for further help if they do not understand



- Treat others, their work and equipment with respect
- Support the academy Behaviour for Learning policy, necessary to ensure the smooth running of the academy
- Liaise with the school council
- Take part in questionnaires and surveys.

### **Sanctions for bullying**

In lessons individual acts of negative behaviour should be managed by the classroom teacher using the Academy's consequence system. Bullying though often takes place outside of lessons and this can make it harder to detect. Again, therefore it is **VITAL** that students do not suffer in silence. We will intervene as quickly as we can and, if necessary, we will take serious action. This is not always necessary as sometimes a quiet, reflective conversation can be more effective. ***It is important though that everyone is clear - if necessary, Manchester Academy will use the most serious sanctions to ensure that the cruelty and pain caused by bullying does not ruin the lives of our students and our staff.***