



# **Orchard Academy**

## **ANTI-BULLYING POLICY 2022/2023**

**'Every child deserves to be the best they can be.'**



Scope: East Midlands Academy Trust & Academies within the Trust	
<b>Version: V2</b>	<b>Filename:</b> Orchard Academy EMAT ANTI-BULLYING POLICY
<b>Approval: October 2022</b> <i>Approved by Governors</i>	<b>Next Review: October 2023</b> <i>This Policy will be reviewed by the Governors annually</i>
<b>Owner:</b> East Midlands Academy Trust Board of Trustees	<b>Union Status:</b> Not Applicable

Policy type:	
Statutory	Replaces Academy's current policy
This policy should be read in conjunction with the Orchard Academy Behaviour Policy 2022-23.	
<b>COVID19 Note:</b>  <b>Linked with re-opening, there are some elements of risk-minimisation which need to be considered.</b>  <b>The Trust has conducted a COVID-19 Risk Assessment across the MAT and each school has adapted the document to suit their own unique circumstances.</b>  <b>The Risk Assessment will be kept under constant review during the duration of the crisis. Behaviour and Bullying are fully addressed in the document</b>	



The Everyone's Invited campaign has rightly served to focus our minds on the need to continue to work together to protect children.

We, at EMAT, believe that schools play a crucial role in teaching pupils about sex and relationships, equality and diversity and modern citizenship as well as preparing them for the modern world. This is enacted through each school's culture, its curriculum, and all policies. We aim to give all pupils and staff a voice to enable them to act in a protective manner towards themselves and others. This includes developing a robust whistleblowing culture as well as fostering a culture of integrity and mutual respect.

We recognise that we have the responsibility of tackling sexual violence and harassment, instilling values in our stakeholders and encourage all to be driven by their strong moral compass. Like so much of education, our work must complement that undertaken by parents and carers so that young people receive a consistent message, and they can go about their lives free from harassment and abuse.

All of our schools will continue to engage with their stakeholders, listen to their concerns and signpost necessary support and provision within and beyond its schools. We ask that anyone who has experienced such behaviour, or who is suffering because of it, to report it to an appropriate adult either in the school or within the EMAT team so they can be supported, and steps can be taken to address the issue.

A dedicated NSPCC helpline is now available to support anyone who has experienced sexual abuse in educational settings or has concerns about someone or the issues raised. The dedicated

**NSPCC helpline number is 0800 136 663 or by emailing [help@nspcc.org.uk](mailto:help@nspcc.org.uk)**

Staff members can also seek support from **Employee's Assist on 08000 305 182.**

If you are troubled about possible wrongdoing at work, please don't keep it to yourself. Our [Whistleblowing Policy](#) is there to reassure you that it is safe and acceptable to speak up and to enable you to raise any concern you may have at an early stage and in the right way. If you feel unable to raise the matter with your manager, for whatever reason, please raise the matter with:

- **EMAT Head of Governance & Compliance** – Monica Juan – [monica.juan@emat.uk](mailto:monica.juan@emat.uk)
- **EMAT Senior Workforce Planning & HRBP** – Ruhena Mahmood – [Ruhena.mahmood@emat.uk](mailto:Ruhena.mahmood@emat.uk)

If you are unsure about raising a concern you can get free and independent advice from

**Protect helpline on 020 3117 2520 or by emailing [whistle@protect-advice.org.uk](mailto:whistle@protect-advice.org.uk)**



## ORCHARD ACADEMY ANTI-BULLYING POLICY

### Contents

1.	Introduction
2.	Purpose
3.	Scope
4.	General Principles
5.	What is bullying?
6.	Responsibilities
7.	Prevention of Bullying
8.	Signs and Symptoms of Bullying
9.	Cyber Bullying
10.	Safeguarding of children who have been bullied
11.	Harassment
12.	Bullying of children with SEN
13.	Sources of further information
Appendices	



## 1. Introduction

EMAT Academy Trust is completely opposed to bullying and will not tolerate it. It is entirely contrary to the values and principles we work and live by. Bullying is anti-social behaviour and affects everyone; it is unacceptable and will not be accepted in any of our academies. At Orchard Academy we take a strong stance against bullying in any form.

## 2. Purpose

The aim of the anti-bullying policy is to ensure that pupils/students learn in a supportive, caring and safe environment without fear of being bullied: we believe that all members of the academy community have the right to be protected from bullying and abusive behaviour.

The policy also aims to ensure that individual cases of bullying will be dealt with consistently and in a constructive and fair manner when they occur. Procedures for dealing with bullying are clearly set out so that all members of the Orchard Academy community know what they can expect from the academy and what the academy expects of them, with regard to bullying.

## 3. Scope

This policy applies to all members of the Orchard Academy community, including pupils/students, all staff, school governors and parents/carers. The policy will be promoted and implemented throughout the academy and academy community, for example through assemblies, anti-bullying ambassadors, anti-bullying boxes etc.

## 4. General principles

- Pupils/students have a right to learn free from intimidation and fear
- The needs of the victim are paramount
- Schools will not tolerate bullying behaviour
- Bullied pupils/students will be listened to
- Reported incidents will be taken seriously and thoroughly investigated



## 5. What is bullying?

There are many different definitions of bullying in use, however, most agree that the key factors that make behaviour bullying, as opposed to “having a laugh”, venting frustration or a non-bullying incident of physical or verbal violence/aggression are:

- repetition of behaviour, systematically undermining a person over a period of time and
- an imbalance of power between the person on the receiving end of the bullying and the person or persons doing the bullying.

Bullying is when one or more people physically, emotionally or psychologically hurt or cause harm to a person who is in a weaker position than him/her/them, and so is less able to defend himself/herself. Bullying is the abuse of power by one person over another.

Bullying usually happens over a period of time and consists of a series of different incidents.

### Different types of bullying include:

- **Physical** – hitting, kicking, spitting, tripping someone up, stealing/damaging someone’s belongings, etc.
- **Verbal** – name-calling, insulting a person’s family, threats of physical violence, spreading rumours, constantly putting a person down.
- **Emotional/psychological** – excluding someone from a group, humiliation.
- **Racist** – insulting language/gestures based on a person’s actual or perceived ethnic origin or faith, name-calling, graffiti, racially motivated violence.
- **Sexual** – sexually insulting language/gestures, name-calling, graffiti, unwanted physical contact.
- **Homophobic** – insulting language/gestures based on a person’s actual or perceived sexuality, name-calling, graffiti, homophobic violence.
- **Cyber** – bullying by text message, bullying on the internet (in chat rooms, on bulletin boards and through instant messaging services), hate websites.

All of the types of behaviour listed above are unacceptable and will not be tolerated at Orchard Academy.



## 6. Responsibilities

Orchard Academy is committed to stopping bullying behaviour and to do this we need everybody's help. Here are the things that every member of the academy community can expect from the academy and the things that are expected from each member:

### 6.1. Staff

All staff can expect to be properly trained and supported in dealing with bullying.

All staff will be expected to:

- Promote an environment that is constructive and safe for all pupils/students through their own teaching practice and actions.
- Follow the procedures set out in this policy when they are dealing with bullying.
- Work in co-operation with colleagues, pupils/students, parents/carers, staff from other organisations in the local community and the school's Local Advisory Board.
- When there is 'reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm' a bullying incident should be addressed as a child protection concern under the Children Act 1989. Where this is the case, the school staff should discuss with the school's designated safeguarding lead and report their concerns to their local authority children's social care and work with them to take appropriate action.
- School staff members have the power to discipline pupils for misbehaving outside the school premises. Sections 90 and 91 of the Education and Inspections Act 2006 say that a school's disciplinary powers can be used to address pupils' conduct when they are not on school premises and are not under the lawful control or charge of a member of school staff, but only if it would be reasonable for the school to regulate pupils' behaviour in those circumstances. This may include bullying incidents occurring anywhere off the school premises, such as on school or public transport, outside the local shops, or in a town or village centre.

### 6.2 Parents/carers

All parents and carers can expect to be kept informed of the school's anti-bullying work throughout the academic year.

Staff will do their best to address any concerns that you may have about bullying; you will be asked to co-operate with the academy in supporting your child and promoting the message that bullying behaviour is not acceptable.



**If your child is being bullied, you can expect that:**

- You and your child will be listened to and believed.
- Staff will ensure that you are involved in the process of supporting your child in dealing with the bullying.
- Staff will do their best to address any concerns you may have.
- Wherever appropriate, the academy will put you in contact with outside agencies (e.g. counselling services, etc.) that can help to support you and your child in addressing his/her experience of being bullied.

**If your child is bullying another pupil, you can expect that:**

- You and your child will be listened to.
- Your child will be treated fairly.
- Your child will be expected to change his/her bullying behaviour and supported and encouraged in doing so by staff.
- Wherever appropriate, the academy will put you in contact with outside agencies that can help to support you and your child in addressing his/her bullying behaviour.

If you have any concerns that another child who attends the academy (e.g. a friend of your child) may be experiencing bullying, please do not turn a blind eye but mention this to a member of staff.

### **6.3 Local Advisory Board**

The Local Advisory Board can expect to be kept up to date on the progress of the academy's anti-bullying work, and to receive a comprehensive annual report on anti-bullying work. The LAB will be expected to:

- give feedback on the monitoring and evaluation of the anti-bullying policy and practices in the academy
- publicly support EMAT Academy Trust's and the academy's anti-bullying message.



#### **6.4 All pupils/students**

All of us find ourselves in vulnerable positions sometimes, e.g. when we start a new school/job/subject, if we are having problems at home, etc.

As part of the academy community, you have a responsibility to help combat bullying by supporting other pupils/students when they are vulnerable.

Don't gang up against another pupil in a vulnerable position - try to help him/her feel less vulnerable.

Don't join in with making fun of them, even if you don't feel able to challenge the bullying behaviour yourself.

And don't turn a blind eye to bullying and victimisation.

Here's what to do if you know that another pupil is being bullied (this could be a friend that you know really well, someone in one of your classes, or someone that you just see around the academy and have never even spoken to; and the bullying could be happening the academy, or on the way to and from the academy):

Let a member of staff know about the bullying. You can do this in lots of different ways: fill out a bullying report form or just write down the details about the bullying and give it to a member of staff / put it in one of the anti-bullying boxes around the school (who is being bullied, how they are being bullied, and when and where the bullying is happening/happened; if you can, write down who is doing the bullying and also your name).

- Tell a peer supporter, who can advise you how to tell staff and support you in doing so, or tell them for you if you are unable to do so.
- Find a quiet moment to speak to a member of staff. Members of staff are: teachers, teaching assistants, office staff, librarians and playground supervisors. After class can be a good time to approach teachers. You can always pretend that you need help with some work if you are worried that other pupils/students might hear you ask the teacher for a private word.

When you let staff know about bullying you can expect what you say to be taken seriously and that action will be taken to stop the bullying behaviour. If you choose to tell a member of staff about bullying in person or if you write your name on a bullying report form before posting it in the Bully Box, staff will not name you when they investigate the bullying unless they are forced to because of Safeguarding laws, but they will let you know that they have acted on your report.

If you are ever worried for your own or another pupil's physical safety (including if you are afraid that a pupil may harm himself/herself), **do not hesitate to tell a member of staff** so that they can take immediate action to keep the pupil safe with the help of other staff at the school, parents/carers and the police and ambulance service if necessary.

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### **6.5 Pupils/students who are being bullied**

If you are being bullied, you can expect that:

- You will be listened to and taken seriously.
- Action will be taken to help you to stop the bullying.
- You will be involved in the process of deciding what action to take to help stop the bullying and any worries that you may have will be listened to and respected.
- You will be given the opportunity to talk about the way that the bullying has made you feel and to find strategies to deal with these feelings and to understand and cope with bullying behaviour.

This means:

- Your teacher and the member of staff in charge of the anti-bullying policy will be told about your situation so that they can help to support you.
- You will be given the chance to work with them to find strategies to deal with bullying and to talk about any feelings and worries that you may have.
- You may be offered the chance to talk with staff from other agencies as well.
- Your teacher will ask to let your parent(s)/carer(s) know what is going on, and to offer them the chance to help support you, too.
- You will have regular meetings with staff (e.g. every week for a month, a half term, or a term) to make sure that the action taken to stop the bullying is really working and that you are happy with how things are going.

If you are ever in fear for your physical safety, staff will take immediate action to keep you safe with the help of their colleagues at the academy, parents/carers and outside agencies like the police and ambulance service if necessary.



## **6.6 Pupils/students who are bullying**

Bullying behaviour has no place at the academy. If you are involved in bullying, you can expect that:

- Your bullying behaviour will be challenged.
- You will be treated fairly.
- You will be given the opportunity to change your behaviour and encouraged and supported in doing so.

This means:

- You will be expected to work with staff to look at the reasons that you have been bullying and to find and put into practice other ways of behaving.
- You will be offered the chance to work with staff from other agencies who can help you to stop bullying, e.g. Personal Advisers from the Connexions service and the school counsellor.
- Your teacher will ask to let your parent(s)/carer(s) know what is going on, and to offer them the chance to help support you in changing your behaviour.
- You will have regular meetings with staff to review your behaviour (e.g. every week for a month, a half term, or a term).
- If you don't work at changing your behaviour then staff will have to take more serious action, e.g. suspending you from academy activities. At this point the academy will have no choice but to involve your parent/carers.
- Our priority is to make the academy a safe and positive place for the whole academy community. If you take part in a serious campaign of victimisation, abuse and intimidation, or episode of physical bullying against any other person belonging to the academy community, you will be instantly suspended from coming to the academy whilst the behaviour is investigated and you may well be excluded.



## **7 Prevention of Bullying. Academies should:**

- i.** involve parents to ensure that they are clear that the school does not tolerate bullying and are aware of the procedures to follow if they believe that their child is being bullied. Parents feel confident that the school will take any complaint about bullying seriously and resolve the issue in a way that protects the child, and they reinforce the value of good behaviour at home
- ii.** involve pupils. All pupils understand the school's approach and are clear about the part they can play to prevent bullying, including when they find themselves as bystanders
- iii.** regularly evaluate and update their approach to take account of developments in technology, for instance updating 'acceptable use' policies for computers
- iv.** implement disciplinary sanctions. The consequences of bullying reflect the seriousness of the incident so that others see that bullying is unacceptable
- v.** openly discuss differences between people that could motivate bullying, such as religion, ethnicity, disability, gender, sexuality or appearance related difference. Also children with different family situations, such as looked after children or those with caring responsibilities. Schools can also teach children that using any prejudice based language is unacceptable
- vi.** use specific organisations or resources for help with particular problems. Schools can draw on the experience and expertise of anti-bullying organisations with a proven track record and/or specialised expertise in dealing with certain forms of bullying
- vii.** provide effective staff training. Anti-bullying policies are most effective when all school staff understand the principles and purpose of the school's policy, its legal responsibilities regarding bullying, how to resolve problems, and where to seek support. Schools can invest in specialised skills to help their staff understand the needs of their pupils, including those with special educational needs and/or disability (SEND) and lesbian, gay, bisexual and transgender (LGB&T) pupils
- viii.** work with the wider community such as the police and children's services to agree a clearly understood approach to cases where bullying is particularly serious or persistent and where a criminal offence may have been committed. Successful schools also work with other agencies and the wider community to tackle bullying that is happening outside school
- ix.** make it easy for pupils to report bullying so that they are assured that they will be listened to and incidents acted on. Pupils should feel that they can report bullying which may have occurred outside school including cyber-bullying
- x.** create an inclusive environment. Schools should create a safe environment where pupils can openly discuss the cause of their bullying, without fear of further bullying or discrimination

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- xi. celebrate success. Celebrating success is an important way of creating a positive school ethos around the issue.

## 8 Signs and Symptoms of Bullying

Many children and young people do not speak out when being bullied and may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and should investigate if a child:

- is frightened of walking to or from the academy
- doesn't want to go on the school / public bus
- begs to be driven to or from the academy
- 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
- uses excuses to miss school (headache, stomach ache etc.)
- begins to suffer academically
- 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 or shows signs of being in a fight
- comes home hungry (money/lunch has been stolen)
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- changes their eating habits (stops eating or over eats)
- goes to bed earlier than usual
- is unable to sleep
- wets the bed
- is frightened to say what's wrong
- gives unlikely excuses for any of the above
- is afraid to use the internet or mobile phone
- is nervous and jumpy when a text message or email is received

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



## 9 Cyber Bullying

Academy leaders, teachers, school staff, parents and pupils/students all have rights and responsibilities in relation to cyberbullying and should work together to create an environment in which pupils/students can learn and develop and staff can have fulfilling careers free from harassment and bullying.

Orchard Academy will offer support to parents on how to help their children engage safely and responsibly with social media, through parents' evening, advice in the academy newsletter or signposting to other sources of support and advice. Creating a good academy - parent relationship can help create an atmosphere of trust that encourages parents to raise concerns in an appropriate manner. Part of this is making sure that parents and carers are aware and understand how to communicate with the academy. It is not acceptable for any pupil, parent or member of staff to carry out any form of bullying either face to face or via Social Media. Academies should encourage all members of the school community including parents to use social media responsibly. Parents have a right to raise concerns about the education of their child, in an appropriate manner.

## 10 Safeguarding of children who have been bullied

If there is reasonable cause to suspect that a child is suffering, or is likely to suffer, **significant harm** because of bullying, the academy will consult and refer such instances immediately to the Designated Safeguarding Lead (DSL) in that academy.

Even when safeguarding is not an issue, the academy DSL may consult and work with external agencies to support students who are being bullied, or involved in bullying behaviour.

## 11 Harassment

Although bullying in itself is not a specific criminal offence in the UK, some types of harassment or threatening behaviour – or communications – could be criminal offences under the following Acts:

- Protection from Harassment Act 1997
- The Malicious Communications Act 1988
- The Communications Act 2003
- The Public Order Act 1986

If an Academy DSL feels that an offence may have been committed, he/she may seek assistance from the police. For example, under the Malicious Communications Act 1988, it is an offence for a person to send an electronic communication to another person with the intent to cause distress or anxiety; or to send an electronic communication which conveys a message which is indecent or grossly offensive, a threat, or information which is false and known or believed to be false by the sender.

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## 12 Bullying of children with Special Educational Needs

Orchard Academy is inclusive. We provide a secure, accepting, safe and stimulating environment where everyone is valued for who they are.

We have some children who have learning disabilities and/or communication difficulties. Everyone involved in the school is very aware that these children can be especially vulnerable to bullying and we are therefore particularly vigilant at all times.

High attainers, gifted or talented pupils/students can also be affected by bullying. Staff will treat this type of bullying as seriously and in the same way as any other type of bullying.



### 13 Sources of further information, support and help

There is a vast amount of information and guidance available about bullying that can provide a wide range of support and help. The following list is just a small selection of the support available that teachers, parents and children have found useful.

Name of organisation	Telephone number	Website
Act Against Bullying	0845 230 2560	<a href="http://www.actagainstbullying.com">www.actagainstbullying.com</a>
Advisory Centre for Education (ACE)	0207 704 3370	<a href="http://www.ace-ed.org.uk">www.ace-ed.org.uk</a>
Anti-bully	not available	<a href="http://www.antibully.org.uk">www.antibully.org.uk</a>
Anti-Bullying Alliance (ABA)	0207 843 1901	<a href="http://www.anti-bullyingalliance.org.uk">www.anti-bullyingalliance.org.uk</a>
Anti-bullying Network	0131 651 6103	<a href="http://www.antibullying.net">www.antibullying.net</a>
Beatbullying	0845 338 5060	<a href="http://www.beatbullying.org.uk">www.beatbullying.org.uk</a>
Bully Free Zone	01204 454 958	<a href="http://www.bullyfreezone.co.uk">www.bullyfreezone.co.uk</a>
Bullying Online	020 7378 1446	<a href="http://www.bullying.co.uk">www.bullying.co.uk</a>
BBC	not available	<a href="http://www.bbc.co.uk">www.bbc.co.uk</a>
Childline	0800 1111 (helpline for children)	<a href="http://www.childline.org.uk">www.childline.org.uk</a>
Kidscape	020 7730 3300 (general enquiry number) 08451 205 204 (helpline for adults only)	<a href="http://www.kidscape.org.uk">www.kidscape.org.uk</a> <a href="http://www.beyondbullying.com">www.beyondbullying.com</a>
NSPCC	0207 825 2500	<a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a>
Parentline Plus	0808 800 2222	<a href="http://www.parentlineplus.org.uk">www.parentlineplus.org.uk</a>
The Children's Legal Centre	0800 783 2187	<a href="http://www.childrenslegalcentre.com">www.childrenslegalcentre.com</a>
The Office of the Children's Commissioner	0844 800 9113	<a href="http://www.childrenscommissioner.org.uk">www.childrenscommissioner.org.uk</a>
UK Government Website	not available	<a href="http://www.direct.gov.uk">www.direct.gov.uk</a>

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## 14. Appendices

### Appendix 1

#### **Orchard Academy**

##### **Proactive approach to addressing bullying**

- Orchard Academy will raise awareness of bullying by having a student led Anti-Bullying (AB) Team who will help deliver the National anti-bullying awareness week. The AB Team will deliver different initiatives throughout the year and be a visible point of reference for all pupils who need help and support.
- All students are encouraged and advised to report any incidents of potential bullying to their class teacher in the first instance. However, they are always free to report to any member of school staff.
- All potential bullying incidents must be recorded on SIMS to ensure a record is kept and incidents can be tracked over time.
- Bullying will be addressed in the staff induction process and linked to staff training at the start of each year on Behaviour Regulation.
- The Anti-Bullying Team will create a pupil-friendly 'Anti-Bullying Policy' poster.
- There will be a lead member of staff who will coordinate the Anti-Bullying Team, receive training and sign the school up to anti-bullying initiatives, e.g: Anti-Bullying Alliance and The Princess Diana Award.

##### **Responding to a reported bullying incident**

- Any reported incident of bullying must be reviewed with a member of SLT prior to any action being taken.
- Pupils should provide their written account of the incident within 24 hours of it taking place (if possible). This must be a factual account, written in isolation from other pupils with staff supervision.
- All parents must be informed of the investigation and the resulting actions. The names of pupils involved must not be shared with parents if the member of staff can avoid this.
- Where instances of bullying are proved beyond reasonable doubt, the Headteacher / Lead AB member of staff must agree a support programme for both the child accused of bullying and the victim, in line with the school behaviour policy
- Support which is specific to the victims should be put in place immediately following the outcome of the investigation if bullying is found to have occurred. For example, the class teacher(s) must be informed, the classroom seating plan may be changed, a child's class may be changed, a buddy system may be introduced and opportunities for drop-in sessions with a member of staff chosen / agreed by the victim may be provided.
- Consequences for the perpetrator should be agreed and parents / carers informed, preferably via a meeting. The Behaviour Regulation Policy should be used to help guide this decision. Likely consequences will include: loss of free time, loss of responsible citizenship status, change of class, supervised isolation and fixed-term exclusion.
- Positive support should be put in place for the perpetrator, providing time to reflect on their behaviour with activities aimed at developing the perpetrator's empathy and understanding of what a responsible citizen at Orchard Academy (and beyond) should do.
- Restorative approach, bringing the victim and aggressor together, if suitable and agreed to by the victim and their family.
- All incidents of 'Bullying' must be logged on SIMS as such by a member of SLT.

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- Incidents that are not deemed as bullying, but could potentially be perceived as bullying at a later date, must be logged as 'Potential Bullying' on SIMS by SLT.
- Both the victim and perpetrator must be monitored accordingly over an agreed period of time.

#### **Responding to an incident of repeated bullying**

- Any reported incident of bullying must be reviewed with a member of SLT prior to any action being taken.
- Pupils should provide their written account of the incident within 24 hours of it taking place (if possible). This must be a factual account, written in isolation from other pupils with staff supervision.
- All parents must be informed of the investigation and the resulting actions. The names of pupils involved must not be shared with parents if the member of staff can avoid this.

Action must follow progressive steps through the Behaviour Policy unless it is deemed serious enough to advance steps. Consequences will include loss of responsibility status, supervised isolation, fixed-term exclusion and permanent exclusion.



## Appendix 2

### Orchard Academy

#### Flow Diagram

