The Complete Works Policies

Anti-Bullying Policy

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1. Aims

The Complete Works (TCW) is dedicated to encouraging a safe, supportive, and inclusive environment where all students feel valued and respected, irrespective of their background, identity, or abilities. We strive to promote positive and empathetic relationships within our school community to prevent and address bullying behavior. This policy aligns with our safeguarding framework, ensuring incidents of bullying are identified as potential child protection concerns where appropriate.

This policy seeks to provide staff, students, and parents/carers with the knowledge and tools to recognise, prevent, and effectively respond to bullying.

2. Policy Links

This policy supports/complements the following policies:

- Behaviour and Conduct Policy
- Admissions, Sanctions and Exclusions Policy
- Safeguarding Policy
- E-Safety Policy

3. What Is Bullying Behaviour?

Bullying is defined as the repetitive, intentional harming of 1 person or group by another person or group, where the relationship involves an imbalance of power.

Bullying is, therefore:

- Deliberately hurtful
- Repeated, often over a period of time
- Difficult to defend against

Bullying can include:

TYPE OF BULLYING	DEFINITION
Emotional	Being unfriendly, excluding, tormenting, threatening
Physical	Hitting, kicking, pushing, taking another's belongings, any use of violence

TYPE OF BULLYING	DEFINITION
Prejudice-based and discriminatory, including: ● Racial ● Faith-based ● Gendered (sexist) ● Homophobic/biphobic ● Transphobic ● Neurodiverse, SEN or Disability-based	Taunts, gestures, graffiti or physical abuse focused on a particular characteristic (e.g. gender, race, sexuality, varied ability)
Sexual	Explicit sexual remarks, display of sexual material, sexual gestures, unwanted physical attention, comments about sexual reputation or performance, sharing of nude or semi-nude images and/or videos (including pseudo-images, which are computer-generated images that otherwise appear to be a photograph or video), or inappropriate touching
Direct or indirect verbal	Name-calling, sarcasm, spreading rumours, teasing
Cyber-bullying	Bullying that takes place online, such as through social networking sites, messaging apps, gaming sites, devices or via images, audio, video, or written content generated by artificial intelligence (AI)

Bullying behaviour can also consist of the use of jokes or 'banter' towards a peer or colleague.

4. Impact Of Bullying

Bullying can:

- Make individuals feel insecure, isolated, upset or lose confidence.
- Affect concentration and learning – it impacts negatively upon motivation and confidence
- Lead to students truanting or refusing to attend school – thereby missing education because they are frightened
- Cause long term emotional, psychological and/or physical damage
- In extreme cases children commit suicide over bullying

Those who bully are likely to continue to use bullying behaviours in their relationships with other children and adults and their bullying behaviour can become part of a more generally anti-social behaviour pattern.

5. Key Messages For Students

Your Rights And Responsibilities

Everyone has the right to feel secure in our school. We all share the responsibility to create a safe and comfortable working environment for everyone. Staff and students need to work together to build and maintain respectful relationships with each other.

What Can You Do If You Are Being Bullied?

- Tell a member of staff you feel safe talking to - take a friend with you if it helps
- You have the right to ask for more help if nothing changes
- Ideas and advice about ways you can tackle bullying yourself can be discussed with any staff member at TCW.

IF YOU NEED TO SPEAK SOMEWHERE QUIETLY, PLEASE ASK A TEACHER AT A SUITABLE TIME IF YOU CAN SEE THEM ALONE THIS WILL BE QUICKLY ARRANGED AT A MOMENT AND IN A WAY THAT YOUR SAFETY AND PRIVACY WILL BE SAFEGUARDED.

What Can You Do If You Know Of Anyone Being Bullied?

- You have a responsibility to help prevent bullying - but not with violence
- Ask them what's going on
- Let them know what support is available
- Tell someone if you know of anyone being bullied

Are You Bullying Others?

Sometimes, you may not realise that what you are doing is bullying. If you feel that your behaviour might be considered as bullying, try and think:

- Do you mean to upset or hurt others?
- Do you know when you are bullying?
- Is something making you miserable?
- Talk to someone

Bullying behaviour is usually a signal that the bully needs some help too. Bullies are often – afraid, jealous, angry, insecure and unhappy.

EVERYONE CAN CHANGE THEIR BEHAVIOUR WITH THE RIGHT SUPPORT ASK FOR HELP

Who Can You Go To For Help?

- Teachers
- School Counsellor
- Parents/Carers
- Social worker or YOS
- Doctors or anyone you feel safe to.

Other Organisations That Can Offer Help And Support

- Childline: www.childline.org.uk or telephone: 0800 1111
- Kidscape: www.kidscape.org.uk or telephone: 0207 730 3300 Mon to Fri 10am – 4pm.
- Give Us a Shout: https://giveusashout.org/ text FREE on 85258
- Galop. https://galop.org.uk/ LGBTQ+ Anti Abuse Support 0800 999 5428

6. Responsibilities

It is ALL staff, students and parents/carers responsibilities to report any bullying, harassment or discrimination incidents to a member of staff, the DSL, or line manager.

Procedures For Staff

- Record all incidents on MyConcern this will be monitored by the safeguarding team
- The DSL and the Safeguarding team will ensure that incidents are appropriately recorded and that action is taken as soon as possible.
- Teachers will respond to the young person who has acted in a bullying way by:
    - i) Ensuring that they recognises their behaviour and how it affects others
    - ii) Applying appropriate sanctions
    - iii) Supporting and advising on strategies to change behaviour
- Teachers will respond to the child who is bullied, hurt or upset by:
    - i) Actively listening to all concerns
    - ii) Offering support and strategies to deal with unwanted behaviour
    - iii) Protecting the child and ensuring their safety
- Teachers will promote taking responsibility amongst those involved by, where appropriate, bringing together all those involved to resolve the situation - refer to the Hub Lead or Deputy Head for advice on different approaches
- Teachers will ensure that the parents/carers of all those involved are informed (unless this would put the child at risk) as well as involving external agencies when necessary.
- TCW Central Office will ensure monitoring is carried out at regular intervals and the policy will be updated accordingly.

7. Investigates Allegations of Bullying

All allegations of bullying are treated with utmost seriousness, ensuring a thorough, fair, and sensitive approach for all parties involved. TCW follows the below procedure to investigate allegations of bullying:

Reporting an Incident

- Students, staff, or parents/carers can report incidents of bullying to any member of staff, who will then inform the Hub Lead or Deputy Head.
- The teacher or staff member who received the allegation or witnessed the bullying should record the details on *MyConcern* and notify the Designated Safeguarding Lead (DSL).

Initial Assessment

The DSL or a designated member of staff assigned by the DSL will assess the *MyConcern* report to determine if the behavior constitutes bullying or another form of conflict.

- If deemed necessary, immediate actions are taken to safeguard the wellbeing of those involved. This may mean removing the perpetrator to another part of the school to receive their education.

Fact-Finding

- Interviews are conducted with the alleged victim(s), alleged perpetrator(s), and any witnesses in private within school.
- All accounts are recorded objectively, ensuring that no assumptions are made and all perspectives are heard.

Reviewing Evidence

- The DSL or appointed person will review witness statements and MyConcern reports to establish the context and extent of the incident.
- If the bullying involves online activity, TCW may examine electronic devices in line with the Education and Inspections Act 2006 and our E-Safety Policy.

Parental/Carer Involvement

- Parents/carers of both the alleged victim(s) and alleged perpetrator(s) are informed of the investigation, unless doing so would place a child at risk.
- Regular updates are provided to ensure transparency.

Actions

- If bullying is confirmed, appropriate sanctions and interventions are implemented in line with the TCWs Behaviour and Conduct Policy.
- Support is provided to the victim(s) which could be sessions with our school counsellor and lessons with their Student Welfare Officer (SWO) to rebuild confidence.
- The perpetrator(s) is guided on understanding the impact of their behavior and supported in making positive changes, such as being put on a positive behaviour plan or having regular meetings with the Hub Lead.
- If reconciliation is unsuccessful, a change in timetables could be actioned.

Follow-Up

- A meeting can be arranged with the victim(s) and perpetrator(s) if this is deemed suitable to ensure the situation has been resolved and support mechanisms are effective.
- All staff remain vigilant to prevent recurrence and regular communication is scheduled between teaching staff and school support staff.

This procedure ensures that all allegations of bullying are handled effectively, promoting a safe and respectful environment for all TCW students.

8. Promotion of Fundamental British Values

At TCW, our commitment to promoting Fundamental British Values is inclusive to creating a positive, bullying-free school.

Mutual Respect

- All members of our school community are reminded through our behavioural expectations to treat one another with dignity and consideration.
- We recognise and celebrate the differences while valuing each individual's contribution to the school community.

Tolerance of Different Beliefs and Cultures

- We actively teach and encourage acceptance and understanding of diverse backgrounds, beliefs, and perspectives.
- Through curriculum activities, assemblies, and discussions, students learn the value of diversity and the harm caused by intolerance or prejudice.

Individual Liberty

- Students are supported to develop their independence and confidence while understanding the boundaries necessary for a safe and respectful environment.
- We encourage students to make informed choices, express their thoughts constructively, and take responsibility for their actions.

Democracy

- Students are given opportunities to share their voices and participate in decisions that affect their school experience, such as contributing to the School Council which serves a sense of agency and community responsibility.
- Group discussion helps empower students to address concerns, including issues related to bullying.

Rule of Law

- We teach students the importance of rules and policies in maintaining fairness and safety for everyone.
- Students are made aware of the consequences of bullying through PSHE, Personal Development and holistically through other subjects and the steps taken to address it, ensuring transparency and accountability.

9. Parents/Carers Concerned About Bullying

Please speak to the Deputy Head or Hub Lead at your child's school if you have any concerns or questions about bullying:

South London School
Headteacher - Andy Davies 02073770280 Ext. 634
Deputy Head - Amy MacQuaide 630
Hub Lead - Rahsaan McClymont 719

East London School
Headteacher - Dean Phillips-Smith 604
Deputy Head - Jo Kessler 650
Hub Lead - Anwen Meacham 662

An organisation that provides help and support for Parents/Carers is Parentline Plus, www.parentlineplus.org.uk or telephone 0808 800 2222 for advice on supporting a child who is being bullied

10. Transphobic and sexual harassment

TCW asks their staff to be mindful about how so-called 'banter' or jokes are used in peer groups and can cause harm.
Trans, non-binary and gender exploring children and young people are vulnerable to bullying, as is any child or young person who does not conform to gender norms, and stereotypes. Additionally, children and young people with trans family members may also be transphobically bullied. Transphobic bullying therefore may be perpetrated by pupils, students, parents, carers or staff members and directed at:

- Children, young people and adults who do not conform to gender stereotypes or are perceived to be trans
- Trans children, young people and adults inside and outside the school community
- Children and young people with trans siblings, parents, relatives or friends
- Lesbian, gay and bisexual children, young people and adults.

As a preventative measure for transphobic bullying, TCW ensures that the curriculum, assemblies and displays are used to prevent and challenge gender stereotypes and sexism. Gender stereotyping is harmful as sexism leads us to believe that boys and girls should present themselves in certain ways and this can lead to bullying and harassment.

If a transphobic incident occurs in a group situation and the member of staff dealing with it is aware that the child or young person is trans but they are not 'out' to the rest of the community the

member of staff must challenge the prejudice, but may need to take care not to label the incident as transphobic in front of other pupils and students and then as a result 'out' the person being targeted. The incident would still be recorded as a transphobic incident.

11. Cyber-bullying

Written in conjunction with the e-safety policy.

Definition

Cyber-bullying takes place online, such as through social networking sites, messaging apps or gaming sites. Like other forms of bullying, it is the repetitive, intentional harming of 1 person or group by another person or group, where the relationship involves an imbalance of power. Please see the E-safety policy for how the school aims to prevent cyber bullying.

Cyberbullying can include actions such as:

- sending threatening or abusive text messages
- creating and sharing embarrassing images or videos
- trolling – the sending of menacing or upsetting messages on social networks, chat rooms or online games
- excluding children from online games, activities or friendship groups
- shaming someone online
- setting up hate sites or groups about a particular child
- encouraging young people to self-harm
- voting for or against someone in an abusive poll
- creating fake accounts, hijacking or stealing online identities to embarrass a young person or cause trouble using their name
- sending explicit messages, also known as sexting
- pressuring children into sending sexual images or engaging in sexual conversations.
- Using AI technology to impersonate, intimidate and create 'deep fakes' of a peer or teacher

12. Examining electronic devices

School staff have the specific power under the Education and Inspections Act 2006 (which has been increased by the Education Act 2011) to search for and, if necessary, delete inappropriate images or files on pupils' electronic devices, including mobile phones, iPads and other tablet devices, where they believe there is a 'good reason' to do so.

Teachers who suspect that there is a good reason to examine or erase data or files on an electronic device, must contact the DSL immediately. Staff must reasonably suspect that the data or file in question has been, or could be, used to:

- Cause harm, and/or
- Disrupt teaching, and/or

- Break any of the school rules

The DSL will advise the teacher if and who should examine the device. If inappropriate material is found on the device, it is up to the staff member in conjunction with the DSL or other member of the senior leadership team to decide whether they should:

- Delete the material, or
- Retain it as evidence (of a possible criminal offence* or a breach of school discipline), and/or
- Report it to the police**

* If a staff member **believes** a device **may** contain a nude or semi-nude image or an image that it's a criminal offence to possess, they will not view the image but will report this to the DSL (or equivalent) immediately, who will decide what to do next. The DSL will make the decision in line with the DfE's latest guidance on screening, searching and confiscation and the UK Council for Internet Safety (UKCIS) guidance on sharing nudes and semi-nudes: advice for education settings working with children and young people.

** Staff will also confiscate the device to give to the police, if they have reasonable grounds to suspect that it contains evidence in relation to an offence.

Any searching of pupils will be carried out in line with:

The DfE's latest guidance on searching, screening and confiscation

UKCIS guidance on sharing nudes and semi-nudes: advice for education settings working with children and young people

Any complaints about searching for or deleting inappropriate images or files on pupils' electronic devices will be dealt with through the school complaints procedure.

13. TCW responses to Cyberbullying

Legislation and guidance

Cyber-bullying is a harmful or an aggressive, intentional act carried out by a group or individual using electronic forms of contact repeatedly over time against another individual, resulting in emotional or physical harm.

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.

The Complete Works educates its students both in the proper use of telecommunications and about

the serious consequences of cyberbullying and will, through PSHE and in ICT lessons, continue to inform and educate its students in these fast changing areas. Please see the E-safety policy (section 4) for more information.

The Complete Works trains its staff to respond effectively to reports of cyber-bullying or harassment and has systems in place to respond to it. Please see the E-safety policy (section 11) for more information on staff training. The Complete Works endeavours to block access to inappropriate websites, using firewalls, anti-virus protection and filtering systems and no student is allowed to work on the internet on Chromebooks or any other location within the centres which may from time to time be used for such work, without a member of staff present. Where appropriate and responsible, The Complete Works audits ICT communications and regularly reviews the security arrangements in place. Please see the E-safety policy (section X) for more information.

Whilst education and guidance remain at the heart of what we do, The Complete Works 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.
- The Complete Works supports victims and, when necessary, will work with the Police to detect those involved in criminal acts.
- The Complete Works will use, as appropriate, the full range of sanctions to correct, punish or remove students who bully fellow students or harass staff in this way, both in or out of school.
- The Complete Works will use its power of confiscation where necessary to prevent students from committing crimes or misusing equipment.
- All staff have a duty to bring to the attention of the DSL any example of cyber-bullying or harassment that they know about or suspect.

14. Guidance for staff - Cyberbullying

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

Cyber-bullying on Mobile Phones
Please see section 13 above if the incident is in relation to an indecent image.

- Ask the student 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 student to save the message/image
- Accompany the student, taking the offending material, to see the Onsite Lead or ESO. Normal procedures to interview students and to take statements will then be followed particularly if a child protection issue is presented. The DSL must be informed in this instance

Cyber bullying on Computers

- Ask the student to show on-screen the material in question
- Ask the student 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

15. Guidance for students - Cyberbullying

If you believe you or someone else is the victim of cyberbullying, you must speak to an adult as soon as possible. This person could be a parent/guardian, your teacher, your ESO or your Head of Centre.

- Do not answer abusive messages but log and report them
- Do not delete anything until it has been shown to your teacher, parents/carer or the Headteacher (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 details
- Never reply to abusive emails
- Never reply to someone you do not know
- Stay in public areas in chat rooms

Guidance for parents and carers
It is vital that parents and the school work together to ensure that all students are aware of the serious consequences of getting involved in anything that might be seen to be cyber-bullying.

- Parents can help by making sure their child understands the school's policy and, above all, how seriously The Complete Works takes incidents of cyber-bullying Parents should also explain to their children the 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 their ESO/Onsite Lead as soon as possible. A meeting can then be arranged with the relevant staff.

16. Bullying that occurs outside of school

At TCW, we recognise that bullying can extend beyond school hours. Regardless of where or how bullying occurs, TCW is committed to addressing and resolving such incidents to protect the wellbeing of our students and uphold our values.

- Bullying that takes place outside of school hours can have a significant impact on students' emotional wellbeing and ability to engage in education.
- Examples include cyberbullying, verbal or physical bullying witnessed in public places, or peer-related incidents after or before school.
- Students and parents/carers are encouraged to report bullying to a member of staff, providing as much detail as possible, including screenshots or other evidence where applicable.

Investigation of Incidents

- Reports of bullying outside school are investigated with the same level of thoroughness as incidents occurring during school time.
- For online incidents, the school may request access to relevant evidence (e.g., messages or posts) and follow the protocols outlined in the E-Safety Policy.

Actions

When bullying is identified, appropriate measures are taken, such as:

- Speaking to all parties involved, including the victim(s) and perpetrator(s)
- Applying sanctions outlined in the Behaviour and Conduct Policy, if the bullying involves students of the school.
- Offering support and strategies to the victim(s) to cope with the bullying, which could include counselling.

Engaging External Support

- For severe cases,we may involve external agencies, including:
- The police, if the bullying constitutes a criminal act under laws such as the Protection from Harassment Act 1997 or the Malicious Communications Act 1988.
- Social services, if safeguarding concerns arise.

17. Recording of bullying and prejudice

TCW identifies, records, responds to and monitors all forms of bullying, prejudice, discrimination and harassment. All incidents are recorded separately and by type on MyConcern. Please see the Safeguarding Policy for further information.

18. Monitoring and Review

- This policy is monitored on an ongoing basis to evaluate its effectiveness and ensure appropriate steps can be taken to eliminate unlawful discrimination.
- This policy is reviewed on an annual basis to ensure the aims of the policy are carried out in accordance with TCWs equality obligations.

If you have any suggestions or comments regarding this policy, please email suggestions@tcw.org.uk

Review log

Policy	Anti-Bullying Policy
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