Anti-Bullying Policy of
The Papillon Project

1. Policy objectives

- This policy outlines what The Papillon Project (TPP) will do to prevent and tackle all forms of bullying.
- The policy has been adopted with the involvement of the Schools' Project Lead and Board of Trustees.
- TPP is committed to developing an anti-bullying culture where the bullying of adults, children or young people is not tolerated in any form.

2. Links with other policies and practices

- This policy links with other TPP policies, practices and action plans including:
  o Safeguarding Policy
  o Complaints policy

3. Responsibilities

- It is the responsibility of:
  o The Schools' Project Lead to communicate this policy to TPP staff, volunteers, interns and Trustees, to ensure that disciplinary measures are applied fairly, consistently and reasonably. The Schools' Project Lead takes overall responsibility.
  o Trustees to take a lead role in monitoring and reviewing this policy.
  o All staff, volunteers and Trustees to support, uphold and implement this policy accordingly and to encourage pupils and students at partner schools to uphold it and any partner School Anti Bullying policy.

4. Definition of bullying

- Bullying can be defined as *"behaviour by an individual or a group, repeated over time that intentionally hurts another individual either physically or emotionally"*. (DfE "Preventing and Tackling Bullying", July 2017)
- Bullying can include name calling, taunting, mocking, making offensive comments; kicking; hitting; taking belongings; producing offensive graffiti; gossiping; excluding people from groups and spreading hurtful and untruthful rumours.

- This includes the same unacceptable behaviours expressed online, sometimes called online or cyberbullying. This can include: sending offensive, upsetting and inappropriate messages by phone, text, instant messenger, through gaming, websites, social media sites and apps, and sending offensive or degrading photos or videos.
- Bullying is recognised by TPP as being a form of peer on peer abuse. It can be emotionally abusive and can cause severe and adverse effects on children's emotional development.

5. Forms and types of bullying covered by this policy

- Bullying can happen to anyone. This policy covers all types and forms of bullying including:
  - Bullying related to physical appearance
  - Bullying of young carers, children in care or otherwise related to home circumstances
  - Bullying related to physical/mental health conditions
  - Physical bullying
  - Emotional bullying
  - Sexual bullying
  - Bullying via technology, known as online or cyberbullying
  - Prejudicial bullying (against people/pupils with protected characteristics):
    - Bullying related to race, religion, faith and belief and for those without faith
    - Bullying related to ethnicity, nationality or culture
    - Bullying related to Special Educational Needs or Disability (SEND)
    - Bullying related to sexual orientation (homophobic/biphobic bullying)
    - Gender based bullying, including transphobic bullying
    - Bullying against teenage parents (pregnancy and maternity under the Equality Act)

6. TPP ethos

- TPP recognises that all forms of bullying, especially if left unaddressed, can have a devastating effect on individuals; it can create a barrier to learning and have serious consequences for mental wellbeing.
- By effectively preventing and tackling bullying TPP can help to create a safe and disciplined environment, where pupils are able to learn and fulfil their potential.

- ***All those involved with TPP*:**
  - Monitors and reviews our anti-bullying policy and practice on a regular basis.
  - Supports staff to promote positive relationships to help prevent bullying.

- o Recognises that some members of our community may be more vulnerable to bullying and its impact than others; this may include children with SEND. Being aware of this will help us to develop effective strategies to prevent bullying from happening and provide appropriate support, if required.
- o Will intervene by identifying and tackling bullying behaviour appropriately and promptly.
- o Ensures pupils are aware that bullying concerns will be dealt with sensitively and effectively; that everyone should feel safe to learn and abide by the anti-bullying policy.
- o Will work with partner schools to uphold this and their own anti-bullying policy.
- o Recognises the potential impact of bullying on the wider family of those affected so will work in partnership with schools so that appropriate support and information are provided to them.
- o Will deal promptly with grievances regarding TPP's response to bullying in line with our complaints policy
- o Seeks to learn from good anti-bullying practice elsewhere.
- o Utilises support from the Local Authority and other relevant organisations when appropriate.

7. Responding to bullying

- The following steps may be taken when dealing with all incidents of bullying reported or observed by TPP:
  - o If bullying of pupils by pupils is suspected or reported, the incident will be reported as soon as possible to a designated member of the partner school's staff (e.g. the DSL), who will be responsible for dealing with it in accordance with the School's Anti bullying policy.
  - o Where bullying of TPP staff, volunteers, Trustees or pupils/students of partner Schools by someone associated with TPP is observed or reported, the incident will be reported immediately to the Schools' Project Lead, Safeguarding Lead/Safeguarding Trustee.
  - o If necessary, other agencies may be consulted or involved, such as the police, if a criminal offence has been committed, or other local services if an adult is felt to be at risk of significant harm.
  - o A clear and precise account of bullying incidents involving TPP staff, volunteers or Trustees will be recorded by the Project Leader. This will include recording appropriate details regarding decisions and action taken.

Cyberbullying

- When responding to cyberbullying concerns, TPP will:
  - o Act as soon as an incident has been reported or identified.

- Provide appropriate support for the person who has been cyberbullied and work with the person who has carried out the bullying to ensure that it does not happen again.
- Encourage the person being bullied to keep any evidence (screenshots) of the bullying activity to assist any investigation.
- Take all available steps where possible to identify the person responsible. This may include:
  - looking at use of TPP systems;
  - identifying and interviewing possible witnesses;
  - Contacting the service provider and the police, if necessary.
- Work with the individuals and online service providers to prevent the incident from spreading and assist in removing offensive or upsetting material from circulation. This may include:
  - Support reports to a service provider to remove content if those involved are unable to be identified or if those involved refuse to or are unable to delete content.
  - Confiscating and searching electronic devices, such as mobile phones, in accordance with the law.
  - Requesting the deletion of locally-held content and content posted online if they contravene TPP's Code of Conduct, Intern or volunteer agreements..
- Ensure that sanctions are applied to the person responsible for the cyberbullying; TPP will take steps to change the attitude and behaviour of the bully, as well as ensuring access to any additional help that they may need.
- Inform the police if a criminal offence has been committed.
- Provide information to staff, interns, volunteers and Trustees regarding steps they can take to protect themselves online. This may include:
  - advising those targeted not to retaliate or reply;
  - providing advice on blocking or removing people from contact lists;
  - helping those involved to think carefully about what private information they may have in the public domain.

Supporting adults

TPP recognise that bullying of adults, including staff, interns, volunteers and Trustees whether by pupils, or those associated with TPP, is unacceptable.

- *Adults who have been bullied or affected will be supported by:*
  - Offering an immediate opportunity to discuss the concern with the designated safeguarding lead, or Safeguarding Trustee.
  - Advising them to keep a record of the bullying as evidence and discuss how to respond to concerns and build resilience, as appropriate.
  - Where the bullying takes place off a school site (including online), TPP will still investigate the concern and ensure that appropriate action is taken.

- o Reporting offensive or upsetting content and/or accounts to the service provider, where the bullying has occurred online.
- o Reassuring and offering appropriate support.
- o Working with the wider community and local/national organisations to provide further or specialist advice and guidance.

- *Adults who have perpetrated the bullying will be helped by:*
  - o Discussing what happened with the Schools' Project Lead or Trustee with lead responsibility for Safeguarding to establish the concern.
  - o Establishing whether a legitimate grievance or concern has been raised and signposting to TPP's official complaints procedures.
  - o If online, requesting that content be removed.
  - o Instigating disciplinary, civil or legal action as appropriate or required.

8. Preventing bullying

Environment

- TPP will:
  - o Create and support an inclusive environment which promotes a culture of mutual respect, consideration and care for others, which will be upheld by all.
  - o Recognise that bullying can be perpetrated or experienced by any member of the community, including adults and children (peer on peer abuse).
  - o Recognises the potential for children with SEN and disabilities to be disproportionally impacted by bullying and will implement additional pastoral support as required.
  - o Openly discuss differences between people that could motivate bullying, such as: children with different family situations, such as looked after children or those with caring responsibilities, religion, ethnicity, disability, gender, sexuality or appearance related difference.
  - o Challenge practice and language (including 'banter') which does not uphold the values of tolerance, non-discrimination and respect towards others.
  - o Be encouraged to use technology, especially mobile phones and social media, positively and responsibly.
  - o Work with partner school staff, the wider community and outside agencies to prevent and tackle concerns including all forms of prejudice-driven bullying.

Education and Training

- TPP will:
  - o Train all staff, interns, volunteers and Trustees to identify all forms of bullying and take appropriate action, following TPP's policy and procedures, including recording and reporting incidents.

9. Monitoring and review: putting policy into practice

- TPP will ensure that they regularly monitor and evaluate mechanisms to ensure that the policy is being consistently applied. It will be reviewed annually or more frequently in the light of changes in relevant laws or guidance.
- Any issues identified will be incorporated into TPP's action planning.
- The Schools' Project Lead and Trustee with Lead responsibility for Safeguarding will be informed of bullying concerns, as appropriate.
- The Trustee with Lead responsibility for Safeguarding will report on a regular basis to the Board of Trustees on incidents of bullying, including outcomes.

10. Key Contact Personnel

- Responsible for the policy: Matt Willer - Schools' Project Lead
- Designated Safeguarding Lead (s): Matt Willer - Schools' Project Lead
- Named Trustee with lead responsibility: Thomas Greenwood

Approved by the Board of Trustees 7 February 2024

APPENDIX: Useful links and supporting organisations

- Anti-Bullying Alliance: www.anti-bullyingalliance.org.uk
- Childline: www.childline.org.uk
- Family Lives: www.familylives.org.uk
- Kidscape: www.kidscape.org.uk
- MindEd: www.minded.org.uk
- NSPCC: www.nspcc.org.uk
- The BIG Award: www.bullyinginterventiongroup.co.uk/index.php
- PSHE Association: www.pshe-association.org.uk
- Restorative Justice Council: www.restorativejustice.org.uk
- The Diana Award: www.diana-award.org.uk
- Victim Support: www.victimsupport.org.uk
- Young Minds: www.youngminds.org.uk
- Young Carers: www.youngcarers.net
- The Restorative Justice Council: www.restorativejustice.org.uk/restorative-practice-schools

SEND

- Changing Faces: www.changingfaces.org.uk
- Mencap: www.mencap.org.uk
- Anti-Bullying Alliance Cyberbullying and children and young people with SEN and disabilities: www.cafamily.org.uk/media/750755/cyberbullying_and_send_-_module_final.pdf
- DfE: SEND code of practice: www.gov.uk/government/publications/send-code-of-practice-0-to-25

Cyberbullying

- Childnet: www.childnet.com
- Internet Watch Foundation: www.iwf.org.uk
- Think U Know: www.thinkuknow.co.uk
- UK Safer Internet Centre: www.saferinternet.org.uk
- The UK Council for Child Internet Safety (UKCCIS) www.gov.uk/government/groups/uk-council-for-child-internet-safety-ukccis
- DfE 'Cyberbullying: advice for headteachers and school staff': www.gov.uk/government/publications/preventing-and-tackling-bullying
- DfE 'Advice for parents and carers on cyberbullying': www.gov.uk/government/publications/preventing-and-tackling-bullying

Race, religion and nationality

- Anne Frank Trust: www.annefrank.org.uk
- Kick it Out: www.kickitout.org

- Report it: www.report-it.org.uk
- Stop Hate: www.stophateuk.org
- Tell Mama: www.tellmamauk.org
- Educate against Hate: www.educateagainsthate.com
- Show Racism the Red Card: www.srtrc.org/educational

LGBT

- Barnardo's LGBT Hub: www.barnardos.org.uk/what_we_do/our_work/lgbtq.htm
- Metro Charity: www.metrocentreonline.org
- EACH: www.eachaction.org.uk
- Proud Trust: www.theproudtrust.org
- Schools Out: www.schools-out.org.uk
- Stonewall: www.stonewall.org.uk

Sexual harassment and sexual bullying

- Ending Violence Against Women and Girls (EVAW)
  www.endviolenceagainstwomen.org.uk
    - A Guide for Schools:
      www.endviolenceagainstwomen.org.uk/data/files/resources/71/EVAW-Coalition-Schools-Guide.pdf
- Disrespect No Body: www.gov.uk/government/publications/disrespect-nobody-campaign-posters
- Anti-bullying Alliance: Preventing and responding to Sexual Bullying: www.anti-bullyingalliance.org.uk/tools-information/all-about-bullying/sexual-and-gender-related/preventing-and-responding-sexual
- Anti-bullying Alliance: advice for school staff and professionals about developing effective anti-bullying practice in relation to sexual bullying: www.anti-bullyingalliance.org.uk/tools-information/all-about-bullying/sexual-and-gender-related

Note: Additional links can be found in 'Preventing and Tackling Bullying' (July 2017)
www.gov.uk/government/publications/preventing-and-tackling-bullying