



RICARDS LODGE HIGH SCHOOL

# Anti-Bullying and Anti-Discrimination Policy

WORKING DRAFT

February 2025

Ricards Lodge High School	
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## *1. Rationale*

1.1 At Ricards Lodge High School we are committed to providing a compassionate, friendly and a safe environment for all stakeholders. We believe that all members of the school community should be valued and treated with respect. Bullying and discrimination of any form is unacceptable. Our intention is that all incidents will be dealt with promptly and effectively. The aim of the policy is to promote an environment where everyone feels safe and secure. Bullying and discrimination in all its forms is contrary to our school values; We aspire, we are resilient, we are compassionate, we champion equality and we work together and it will not be tolerated. At Ricards Lodge High School we take bullying and discrimination seriously. Students, staff and parents/carers should be assured that they will be supported when bullying is reported. As a compassionate community we will work together to help victims of bullying and support improved behaviour from the bullies.

1.2 Bullying can be prevented if everyone follows our three school rules; Be ready to learn, show respect to all and take responsibility for our actions.

1.3 At Ricards, all members of the school community are encouraged to unit against bullying and discrimination. We seek to actively educate all members of the school community not to be a bystander but to report.

### **1.4 What is bullying?**

Bullying is behaviour that is intentional and usually repeated over time that physically or emotionally hurts another individual or group. One person or a group can bully others.

### **1.5 What is discrimination?**

Discrimination is the act of making unfair or prejudicial distinctions between people based on the groups, classes, or other categories they belong to, this includes the protected characteristics;

- gender reassignment
- age
- being married or in a civil partnership.
- being pregnant or on maternity leave.
- disability
- race (including colour, nationality, ethnic or national origin)
- religion or belief
- sex.

### **1.6 Why is it important to respond to bullying and discrimination?**

- Everybody has the right to be treated with respect.

- Everybody has the right to feel happy and safe.
- No-one deserves to be a victim of bullying.
- Perpetrators need support to learn different ways of behaving.
- Behaviour is a communication and often student doing the action has got an underlying challenge that needs support.

1.7 All bullying and discrimination is unacceptable. Our school will respond promptly and effectively to reported incidents of bullying and discrimination.

## 1.8 Types of bullying behaviour

1. Emotional - being unfriendly, excluding, tormenting, threatening behaviour
2. Verbal - name calling, sarcasm, spreading rumours, teasing
3. Physical - pushing, kicking, hitting, punching or any use of violence
4. Extortion - demanding money/goods with threats
5. Cyber - using emails, websites, text messages or social media, slander, webcam abuse or insulting images
6. Making threats using devices for text messaging and calls. Misuse of associated technology i.e. camera and video facilities including those on devices
7. Racist - racial taunts, graffiti, gestures
8. Sexual - unwanted physical contact, sexually abusive comments
9. Homophobic - because of, or focussing on the issue of sexuality
10. Transphobic - because of, or focusing on the issue of gender reassignment

## 1.9 Preventing bullying and discrimination

We foster a clear understanding that bullying and discrimination, in any form, is unacceptable. This will be done by;

- Educating our school community on what bullying and discrimination is through PSHE, the tutor programme, displays and signage.
- Clear signage on the protected characteristics and how to report bullying and discrimination
- Our anti-bullying Peer outreach programme (POP).
- Our student leadership groups including Cultural Ambassadors and Equality reps.
- High profile whole school celebration on Anti-bullying week.
- Use restorative approaches empowering students to take responsibility and develop empathy.
- Carrying out regular anti-bullying surveys to give a picture of the impact of anti-bullying work in school.
- Implement intervention in the Behaviour for learning policy.

## *2. Reporting bullying and discrimination*

2.1 Student should always report to a trusted adult;

- Form tutor
- Teacher
- Any adult
- POP members
- Family members

2.2 Students should not;

- Do nothing
- Approach or accuse individuals directly
- Ignore the problem

### **2.3 Procedures**

- All bullying and discriminatory incidents should be reported to a trusted adult or via [listen@ricardslodge.org](mailto:listen@ricardslodge.org)
- Members of staff should report incidents on CPOMS, ensuring that the information is detailed and accurate
- Heads of Year should take action accordingly, investigating the incident and ensuring the form tutor is also informed. In serious cases, the matter will be referred to SLT
- More severe cases will be referred SLT and the Headteacher will be informed
- Details of any intervention following the conclusion of the investigation should be recorded on SIMs.

### **2.4 for head of year**

- Complete investigation (including meetings, statements or reflection forms)
- Record all details of the investigation on CPOMS
- Take action accordingly e.g. verbal warning, carry out restorative work with the students involved, interventions from the behaviour for learning policy
- Complete a student contract if appropriate
- Escalate serious or repetitive bullying incidents to SLT
- Report all racist, homophobic or transphobic incidents to SLT

- Contact parents of students involved and inform them of the incident and any sanctions, which should be logged on SIMS
- Discuss victim and perpetrator at student panel if appropriate for further support and intervention.

## 2.5 Action for SLT link and behaviour lead

- Critically review the investigation
- Confirm full incident details are recorded as actions on CPOMS
- Ensure all interventions are appropriate and recorded on SIMS
- Contact parents/carers if appropriate
- Ensure up to date and accurate records are kept centrally and reported termly to Merton council's equalities lead.

## 2.6 Action for Headteacher

- External exclusion for repetitive and serious bullying
- Conduct readmission meeting with student and parents
- Regularly review centrally kept records.

## 2.7 Action for Governors

- Review of policy annually
- Governor visits including staff and student panels
- Consider feedback from parents and external agencies
- Attend Governor training where available
- Conduct Discipline panels where appropriate
- Review annual data that considers the effectiveness of the school's approach in line with the values of the school

# 3. *Sharing information*

## 3.1 Data Protection and GDPR

In the UK, when dealing with bullying incidents in schools, there are specific guidelines regarding what can be shared with the parents of the victim about actions taken against the child responsible for the bullying. These guidelines are primarily shaped by data protection laws, including the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

### 3.2 What You Can Tell the Parents of the Victim

1. **General Outcomes:** You can inform the parents that the school has taken the matter seriously and outline the general steps taken, such as:

- The incident has been investigated
- Appropriate action has been taken in accordance with the school's behavior policy
- The school is taking measures to ensure the safety and well-being of all students.

2. **Support for the Victim:** Explain the support being provided to their child, such as:

- Counseling or mentoring
- Regular check-ins with a teacher or counselor
- Any changes in school routine to ensure their child feels safe.

### 3.3 What You Cannot Tell the Parents victim

1. **Specific Sanctions:** You cannot disclose specific details about the sanctions imposed on the child who engaged in bullying. This includes:

- Exact punishments (e.g., call backs, suspension)
- Personal details about the other child.

2. **Detailed Actions:** We will not share detailed actions taken against the instigator that would reveal their identity or breach their privacy.

3.4 Parents must not share personal details, photos, or information about other children, parents, or school staff without consent.