

# HDHS Will Not Tolerate Bullying



A guide to the process



Thick border represents HoY takes action

Child reports bullying

SSA gathers statements and other evidence eg teacher accounts, CCTV  
Date..... Staff.....

Evidence supports claim

Inconclusive

Sanction perpetrator  
Date..... Staff.....Sanction.....

Mediation  
Date..... Staff.....

Warning for Bullying Log  
Date..... Staff.....

Perpetrator signs Social Behaviour Contract  
Date..... Staff.....

All parties sign Conflict Agreement  
Date..... Staff.....

Mediation  
Date..... Staff.....

Staff Vigilance Order put in place  
Date..... Staff.....

Situation resolved

Thick border represents HoY takes action

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**Sanction perpetrator**  
Date..... Staff.....Sanction.....

**Mediation**  
Date..... Staff.....

Warning for **Bullying Log**  
Date..... Staff.....

Perpetrator signs **Social Behaviour Contract**  
Date..... Staff.....

All parties sign **Conflict Agreement**  
Date..... Staff.....

**Mediation**  
Date..... Staff.....

Staff **Vigilance Order** in place  
Date..... Staff.....Sanction.....

Child reports bullying again

Situation resolved

Perceived as unresolved

Child reports bullying again



SSA gathers statements and other evidence eg teacher accounts, CCTV  
Date..... Staff.....

Meeting with victim's parents  
Date..... Staff.....

Perpetrator entered on Bullying Log  
Date..... Staff.....

Perpetrator begins Rehabilitation Programme  
Date..... Staff.....

Perpetrator is sanctioned  
Date..... Staff.....Sanction.....

Perpetrator's Parent Meeting  
Date..... Staff.....

Staff Vigilance Order in place  
Date..... Staff.....

Police informed of Hate Crime  
Date..... Staff.....Crime No. ....



Perceived as unresolved



SSA gathers statements and other evidence eg teacher accounts, CCTV  
Date..... Staff.....

All parties keep Activity Log  
Date..... Staff.....

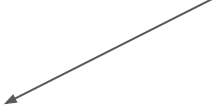
Assign Social Areas  
Date..... Staff.....

Meeting with all parents  
Date..... Staff.....

Reminder of Conflict Agreement  
Date..... Staff.....

Sanction for breaking Conflict Agreement  
Date..... Staff.....Sanction.....

Staff Vigilance Order extended  
Date..... Staff.....



Situation resolved

Thick border represents HoY takes action

# Sanction

Dependant on what the student has done or the frequency of the activity:

After school detention (60 mins or 90 mins with SLT)

Isolation on site

Isolation at another Sigma School

Fixed Term Exclusion

Permanent Exclusion or Managed Move or PR

# Mediation

A member of staff from each year team facilitates a meeting whereby calmly and respectfully students explain what is troubling them with the other's behaviour and how it is making them feel.

A resolution is reached in that each party acknowledges the feelings of the other and agrees to the actions causing distress to come to an end.

# Bullying Log

A comprehensive, confidential log of names and incidents. Repeated entry will flag up concerns and actions.

Assistant Headteacher: Pastoral and Progress will monitor the log.

# Social Behaviour Contract

A contract signed by the student reminding them of how they should conduct themselves around school and specifically what behaviours they will avoid. If this contract is broken in any way, then a sanction will apply.



# Conflict Agreement

An agreement signed by all parties that does not seek to assign blame, just to end the situation. After signing, if a student breaks the agreement they will accept blame for the whole situation not ceasing.

If a student refuses to sign, then they are displaying that they do not want the perceived situation to come to an end and so will be sanctioned accordingly.

# Staff Vigilance Order

Staff have the student highlighted to them and they keep a special yet unobtrusive eye them, noting all interactions with others and recording anything of note.

# Parental Meeting - Victim

- Run through the process being followed;
- Reassure that a sanction will be in place for those at fault but the nature of that will not be discussed with anyone other than that student's parents;
- Reassure that everything is being taken seriously and that the student is believed;
- Take any other evidence eg social media use from outside of school;
- Explain how to report any incidents to the police;
- Ensure the student has someone they feel comfortable reporting things to;
- Go through exactly what actions the student should take should something happen again;
- Put measures in place for the student to be occupied during social time eg chess club.

# Parental Meeting - Perpetrator

- Run through the process being followed;
- Run through the evidence gathered;
- Do not show any CCTV unless in extreme circumstances (at which point all identities of other students will need to be protected);
- Run through student's full behaviour record;
- Run through student's full progress record;
- Explain fully any sanctions.

# Rehabilitation Programme

A series of activities carried out after school or during the school day by a member of staff. To include:

- Discussion with staff regarding mistakes made
- Reflection sheet
- Community rehabilitation work (eg litter-picking)

# Hate Crime

A hate crime is when someone commits a crime against you because of your disability, gender identity, race, sexual orientation, religion, or any other perceived difference.

It doesn't always include physical violence. Someone using offensive language towards you or harassing you because of who you are, or who they think you are, is also a crime. The same goes for someone posting abusive or offensive messages about you online.

A hate crime can take the following forms:

- Physical assault
- Verbal abuse
- Incitement to hatred

Source: Metropolitan Police: <https://www.met.police.uk/advice/advice-and-information/hco/hate-crime/what-is-hate-crime/>

# Social Areas

Partes of the school, mainly defined by community or faculties, that students agree to frequent, so as to keep away from the other party and avoid accidentally bumping into them. Social areas are defined in order to avoid a *perception* of the problem continuing, not as an indication that there *definitely* is a problem.

# Activity Log

A log of all events involving the other student, regardless of how trivial the interaction may be. A way of monitoring all communications fairly and transparently.