



SHEFFIELD INCLUSION CENTRE

Building Brighter Futures

Anti-Bullying Policy

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Date approved	September 2026
Date of next review	September 2027
Signed	Ash Khan

Anti-bullying Policy

At Sheffield Inclusion Centre we believe that everyone has the right to learn and work in a supportive, caring, safe and friendly environment without fear of being bullied.

We encourage respect for others and their property and we strive to ensure that everyone is valued equally and treated with respect, regardless of aptitude, ethnic origin, religion, gender, sexuality, disability or social status.

Bullying is antisocial behaviour which can happen anywhere and to anyone, **it is unacceptable and will not be tolerated** whether it is between students, staff and students or staff and staff.

Definition of Bullying

Bullying is deliberately hurtful behaviour, repeated over a period of time, where it is difficult for those being bullied to defend themselves.

Types of Bullying

There are many forms of bullying, they include:

- Physical hitting, kicking and theft
- Racial racial comments or gestures
- Sexual homophobic or sexist remarks
- Verbal name calling
- Cyber through the use of text, email and social networks
- Emotional (indirect) spreading rumours or excluding someone from social groups

Dealing with Bullying

Bullying can happen in any school, it is the way that a school deals with it that makes a difference

- All bullying incidents are reported to Centre leads and discussed with the Leadership Team
- Bullying incidents are recorded in Sims and data is reviewed and analysed on a half termly basis
- The Management Committee is informed of bullying data bi-annually
- The views of students in terms of their safety and the effectiveness of the schools antibullying policy are collected on a regular basis

If you are being bullied

TELL AN ADULT – unless we know about it we can't do anything about it

A bully's greatest weapons are silence and fear

- Ignore the bully and do not respond, avoid making counter-threats
- Walk away from a dangerous situation and get help from an adult, avoid involving other students or siblings as it usually only makes the matter worse
- Don't blame yourself or feel that by reporting it it will make matters worse
- Remember we are here to support and help you
- If you are the victim of cyber bullying make sure you save all information as evidence

If you see bullying

TELL SOMEONE - being a bystander is almost as bad as being a bully – **don't stand by stand up!**

As well as telling someone, you can help stop bullying by:

- Being friendly and supportive towards people you know are being bullied and include them in your activities
- Don't laugh when someone is being bullied
- Speak out loud and say you do not like what is happening
- Don't join in

If you are the bully

- You will have to explain your behaviour to a member of staff and a record of the incident will be held in school for future reference
- You may have to apologise to the person you bullied
- You will have to replace or repair any possessions you damage
- You may have to do something to improve things for the person you bullied
- You may be placed in detention or isolation or be excluded
- Your parents may be informed and invited into school to discuss the matter
- You may be asked to agree to and sign a behaviour contract which describes how you must behave in school and what will happen if you don't
- The police could be involved
- This may be the same if you bully inside or outside school

Staff Guidelines

- Staff should be vigilant for bullying, making clear that it is unacceptable and will be followed up
- Talk to victims and perpetrators separately
- Ensure all concerned are safe and will be safe getting home
- Record the incident and date and sign it and pass onto TL/SLT immediately
- Refer all concerns about safeguarding to T. Eldridge or A. Khan
- Staff should be made aware of any student who is being bullied and the perpetrator at an early stage so they can look out for any inappropriate behaviour in lessons and give support to the student being bullied
- The student that is being bullied should be given an opportunity to meet with Learning Mentors/member of staff to discuss issues, strategies to deal with and general support
- The bullying issue should be discussed in Team meetings and with SLT and steps put in place to address and monitor the bully's behaviour (this may include working with the counsellors)
- Serious incidents to be reported to the Police School Liaison Officer

Reporting Bullying

All bullying incidents should be reported on bullying incident forms and passed onto SLT immediately

What Parents/Carers Can Do

Parents/carers play a vital role in the education and care of their children and can assist in combating bullying in a number of ways:

- Encourage your child to be tolerant of others and be a positive role model
- Looking out for signs that your child may be being bullied:-
 - Regularly feeling sick or unwell
 - Reluctance to travel to and from school on their own

- Money/possessions going missing
- Wanting extra money for no apparent reason
- Unexplained behaviour changes, e.g. moody, bad tempered, tearful
- Unhappiness
- Contact school immediately, either your child's Key Worker or Team Leader. Don't just leave it in the hope it will go away or promise your child you will not tell anyone – this is what the bully wants!
- Remember we can only do something if we know about it
- Encourage your child to talk to an adult in school
- Talk to your child and listen to what they say
- Keep a record of incidents, copies of emails, text messages etc
- Work with school in a calm and responsible manner and with realistic expectations
- In extreme cases as well as involving school you may also wish to inform the police

Preventative Measures

- Clear antibullying policy which is shared with all and is reviewed and updated regularly
- Staff will be informed of bullying issues so they can be vigilant for signs of bullying and act accordingly
- Robust antibullying message is promoted through regular inclusion in the PSHEE curriculum, tutorial time and subject areas, as appropriate in a bid to encourage tolerance and eradicate such behaviour
- Advice about bullying is shared with parents on entrance to Sheffield Inclusion Centre
- Use of CCTV in areas of school
- Support and promotion of antibullying policy through student forums and student support staff and services
- Fostering positive community links e.g. with bus companies, community police officer and community leaders
- Appropriate use of sanctions

Cyberbullying

Introduction

Sheffield Inclusion Centre believes that everyone in our school community has the right to teach and learn in a supportive, caring and safe environment without fear of being bullied. We believe that every individual in school has a duty to report an incident of bullying whether it happens to themselves or to another person. Pupils are not allowed mobile phones in school and must comply with the Acceptable ICT Use Policy. If we find that a pupil's wellbeing is compromised by cyber-bullying which has taken place outside school, we will take the appropriate action to help that pupil in line with our Anti-Bullying and Behaviour Policy. This may mean contacting other parents if we find their son or daughter is involved.

What is Cyber-bullying?

Cyber-bullying is the use of Information Communications Technology (ICT), particularly mobile phones and the Internet, deliberately to upset or intimidate someone else.

Technology allows the user to bully anonymously or from an unknown location, 24 hours a day, 7 days a week. Cyber-bullying leaves no physical scars so it is, perhaps, less evident to a parent or teacher, but it is highly intrusive and the hurt it causes can be very severe.

There are many types of cyber-bullying. Although there may be some of which we are unaware, here are the more common.

1. Text messages —that are threatening or cause discomfort
2. Picture/video-clips via mobile phones - images sent to others to make the target feel threatened or embarrassed.
3. Mobile phone calls — silent calls or abusive messages; or stealing the target's phone and using it to harass others, to make them believe the target is responsible.
4. Emails — threatening or bullying emails, often sent using a pseudonym or somebody else's name.
5. Chatroom bullying — menacing or upsetting responses to children or young people when they are in web-based chatroom.
6. Instant messaging (IM) — unpleasant messages sent while children conduct realtime conversations online using Instagram, Snapchat, WhatsApp or other similar apps.
7. Bullying via websites — use of defamatory blogs, vlogs, Youtube, personal websites and online personal "own web space".

Sheffield Inclusion Centre Procedures

We take this bullying as seriously as all other types of bullying and, therefore, will deal with each situation individually.

In cases of cyber-bullying, as with all bullying, the procedure will fall under the Anti-Bullying policy. Pupils are taught within form group time, ICT and Well-Being lessons how to:

- understand how to use these technologies safely and know about the risks and consequences of misusing them.
- know what to do if they or someone they know are being cyber-bullied.
- appreciate the upset, distress and unhappiness that cyber-bullying causes.
- report any problems with cyber-bullying to teachers or parents.

Sheffield Inclusion Centre:

- has an ICT Acceptable Use Policy for pupils that includes clear statements about e-communications and behaviour
- uses a variety of security tools to ensure that the programs and websites most frequently used for cyber-bullying are unavailable on the school network
- provides information for parents on: e-communication standards and practices in schools, what to do if problems arise, what's being taught in the curriculum and holds internet safety seminar evenings on a regular basis
- gives support for parents and pupils if cyber-bullying occurs by: assessing the harm caused, identifying those involved, taking steps to repair harm and to prevent recurrence

- has a clear disciplinary framework for dealing with any behavioural issues. Once the person responsible for cyber-bullying has been identified, the school will take steps to change their attitude and behaviour as well as ensuring access to any support that is needed.

Advice to pupils (whether at school or elsewhere) who are targets of cyber-bullying:

- Remember, bullying is never your fault. It can be stopped and it can usually be traced
- Don't ignore the bullying. Tell someone you trust, such as a teacher or parent, or call an advice line.
- Try to keep calm. Don't retaliate or return the message. If you show that you are angry, it will only make the person bullying you more likely to continue
- Don't give out your personal details online – don't give out information about where you live, the school you go to, your email address etc. Your friends already know all of this
- Keep and save any bullying emails, text messages or images. Then these can be used as evidence
- If you can, make a note of the time and date bullying messages or images were sent, and note any details about the sender

There's plenty of online advice on how to react to cyberbullying.

Text/video messaging

- You can easily stop receiving text messages for a while by turning off incoming messages for a couple of days.
- Don't reply to abusive or worrying text or video messages.
- Don't delete messages from cyberbullies. You don't have to read them, but you should keep them as evidence.
- Text harassment is a crime. If the calls are simply annoying, tell a teacher or parent. If they are threatening or malicious and they persist, report them to the police, taking with you all the messages you've received.

Phone calls

- If you get an abusive or silent phone call, don't hang up immediately. Instead, put the phone down and walk away for a few minutes. Then hang up or turn your phone off. Once they realise they can't get you rattled, callers usually get bored and stop bothering you.

- Always tell someone else: a teacher or parent.
- Be careful to whom you give personal information such as your phone number
- If you have a mobile phone, make sure you set it to lock down after 20 seconds of not being used – then others cannot use your phone to send messages

Emails

- Never reply to unpleasant or unwanted emails — the sender wants a response, so don't give them that satisfaction.
- Keep the emails as evidence. Tell an adult about them.
- Ask an adult to contact the sender's Internet Service Provider (ISP)
- Never reply to someone you don't know, even if there's an option to 'unsubscribe'. Replying simply confirms your email address as a real one.

Web bullying

- If the bullying is on a website tell a teacher or parent, just as you would if the bullying were face-to-face – even if you don't actually know the bully's identity. Serious bullying should be reported to the police - for example any threats. Your parent or teacher will help you do this.

Chat rooms and instant messaging

- Never give out your name, address, phone number, school name or password online.
- It's a good idea to use a nickname. Don't give out photos of yourself.
- Don't accept emails or open files from people you don't know. Remember it might not just be people your own age in a chat room.
- Stick to public areas in chat rooms and get out if you feel uncomfortable.
- Tell your parents or a teacher if you feel uncomfortable or worried about anything that happens in a chat room.
- Think carefully about what you write; don't leave yourself open to bullying.
- Don't ever give out passwords to your mobile or email account.

Three steps to stay out of harm's way:

- Respect other people - online and off. Don't spread rumours about people or share their secrets, including their phone numbers and passwords.
- If someone insults you online or by phone, stay calm – and ignore them.
- 'Do as you would be done by.' Think how you would feel if you were bullied. You're responsible for your own behaviour – make sure you don't distress other people or cause them to be bullied by someone else.

Useful Websites:

<https://www.childline.org.uk/info-advice/bullying-abuse-safety/types-bullying/online-bullying/>

<http://www.bullying.co.uk/cyberbullying/>

<https://www.internetmatters.org/issues/cyberbullying/>

<https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/bullying-and-cyberbullying/>

<https://www.kidscape.org.uk/advice/cyber-bullying/>

<https://www.relate.org.uk/relationship-help/help-family-life-and-parenting/parenting-teenagers/school-and-work/cyberbullying-and-trolling>

LET'S STAMP OUT **BULLYING** TOGETHER.

Get help!

No one deserves to be bullied; talk to someone you trust – a parent, friend, teacher or leader.

For help and advice you can also call ChildLine or Kidscape on the numbers below:

ChildLine

0800 1111
www.childline.org.uk

Kidscape

08451 205204
(Monday to Friday)
www.kidscape.org.uk

What is it?

NAME CALLING
THREATS
NASTY RUMOURS,
TEXTS AND EMAILS
HITTING, PUSHING,
KICKING
BEING LEFT OUT
OF THE GROUP
TEASING

BULLYING
IS NEVER OK.

What is bullying?

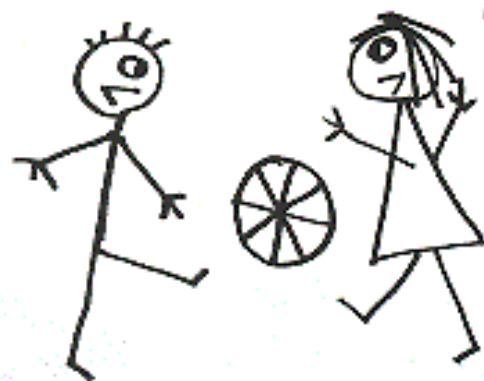
- Taking people's belongings
- Violent actions, like hitting, kicking and pushing
- Happy slapping
- Spreading rumours
- Using abusive language
- Making threats
- Leaving people out
- Teasing or picking on people because of their colour, beliefs, appearance or where they come from



If you're bullied!

- Don't feel ashamed, it's not your fault
- Talk to someone you trust or tell a teacher
- Walk away - don't let them see you upset
- Don't do anything back

Be strong!



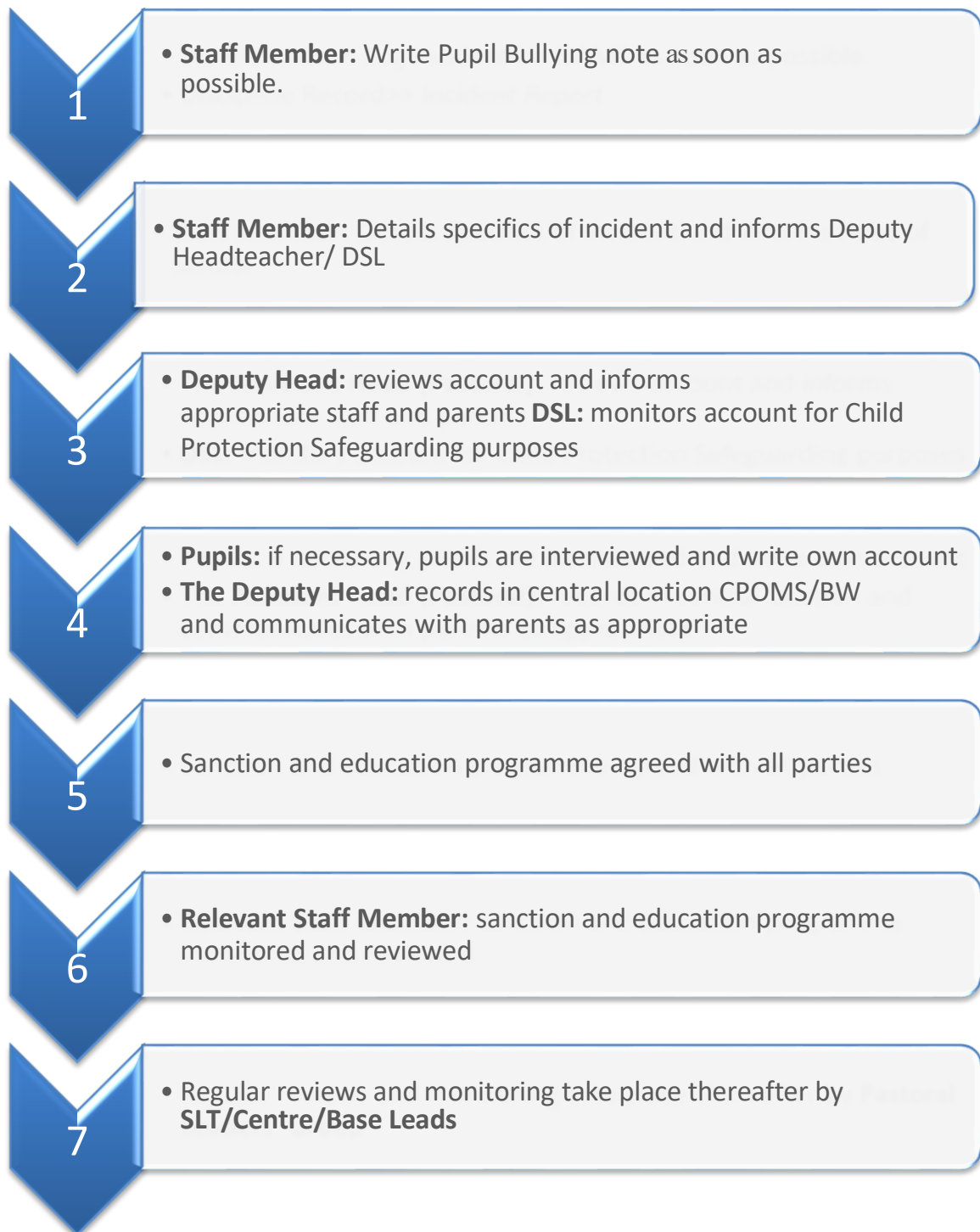
If you see someone being bullied...

- Don't stand for it
- Don't ignore it
- Be his or her friend
- If you are worried talk to someone you trust
- Don't be afraid to help them
- Ask them to talk to someone
- Make them feel wanted

Anti-bullying flowchart

Sheffield Inclusion Centre Anti-bullying Flowchart

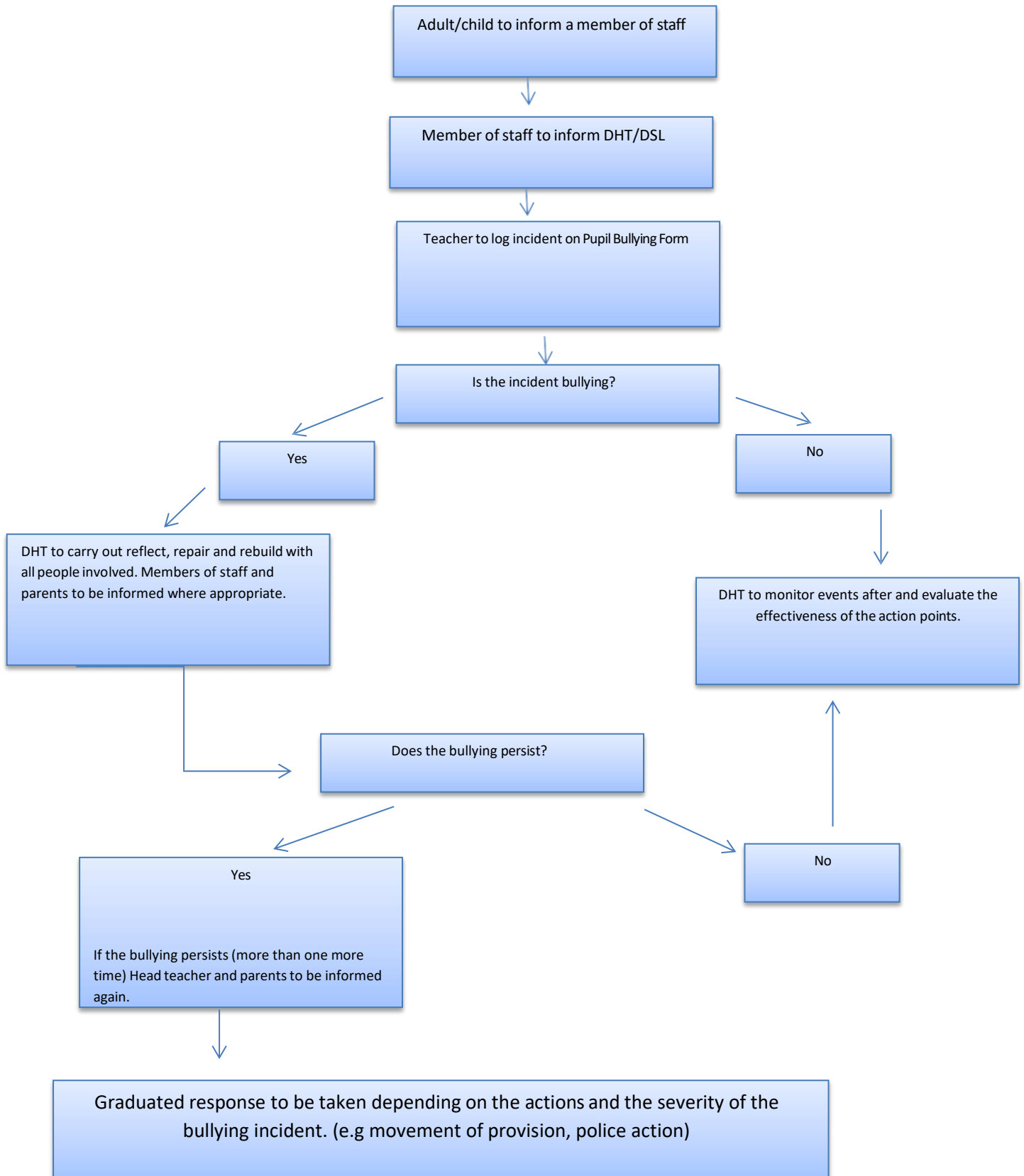
- This document is for quick reference only
- Please refer to Anti-bullying Policy for more detail





Flowchart for reporting suspected cases of bullying

All pupils are encouraged to tell any adult that they trust that they have witnessed bullying. Any member of staff who witnesses an act of bullying should record the event in the Pupil Bullying form





Pupil Bullying Form

To be completed in full before passing to SLT and DSL.

Date of Incident	Time of Incident
Location(s)	CCTV available YES/ NO
Staff reported to:	Staff investigating:
Statement sheets completed and attached YES/ NO	Number of additional sheets:

Students involved		(Role: T=Target, A= aggressor, W = Witness/bystander – Please circle)
Name_____	Form_____	Role T/ A/ W
Name_____	Form_____	Role T/ A/ W
Name_____	Form_____	Role T/ A/ W
Name_____	Form_____	Role T/ A/ W
Other witnesses (Staff, members of the public)		
Name_____	Contact_____	
Name_____	Contact_____	
Type of incident (Please circle) • Racism • Cyber Bullying • Homophobic • Sexual Misconduct • Physical Abuse • Verbal Abuse • Emotional • Other_____	Outcome (Please circle) Suspension Parent informed Parental Meeting Outside agency involved Restorative Justice Loss of privileges Other_____ All bullying and Racist incidents must be logged on SIMS	

Summary of what happened (please keep factual as this will be logged onto SIMS)
