



# **Anti-Bullying Local Procedures**

## **Aurora Hedgeway School**

**Please refer to Main Policy A3 Anti-Bullying Policy**

### **Appendix 2: Local Procedures: Aurora Hedgeway School**

#### **1) How to report bullying - children and young people**

- › Report to a staff member– such as the Deputy Headteacher – Pastoral (Natalie Leitch), the Headteacher (Klaire Rowland), a class teacher, or a teaching assistant.
- › Report bullying by: Emailing HGW-Report
- › You can post a note into the either of the red bullying post boxes that are situated in lower school playground or at the from front of the school gates.
- › Using the anonymous school bullying reporting box
- › Report to other school/college/home staff such as the school therapy team or SENCO.
- › Call Child Line to speak with someone in confidence on 0800 1111 Reporting – roles and responsibilities

#### **2) How staff report suspected bullying**

- › Any bullying incidents or potential bullying incidents should be logged as a behaviour incident on Engage.
- › The DSL should be informed by either email or conversation.
- › If a bullying incident is confirmed, then a member of the DSL Team and a MyConcern report is created by a member of the DSL Team to recognise the significance of the incident as a safeguarding concern.

#### **3) Prejudice-based incidents**

A prejudice-based incident is a one-off incident of unkind or hurtful behaviour that is motivated by a prejudice or negative attitudes, beliefs or views towards a protected characteristic or minority group. It can be targeted towards an individual or group of people and have a significant impact on those targeted. All prejudice-based incidents are taken seriously and recorded and monitored. All staff should record as an incident on Engage and also speak to or email a member of the safeguarding team.

#### **4. Site initiatives to prevent and tackle bullying**

We use a range of measures to prevent and tackle bullying including:

- › The PSHE programme of study includes opportunities for students to understand about different types of bullying and what they can do to respond and prevent bullying.
- › Our reactive curriculum responds effectively to any bullying incidents that take place to ensure all students are aware of expectations and develop their understanding of the effects of bullying.

# Aurora

- › Tutor time provides regular opportunities to discuss issues that may arise in class and allow teachers to target specific interventions
- › Weekly assemblies help raise students' awareness of bullying and derogatory language
- › Difference and diversity are celebrated across the site through diverse displays, books and images. The whole site participates in events including Anti-bullying week, Black History Month and LGBT History Month
- › The site values of equality and respect are embedded across the curriculum to ensure that it is as inclusive as possible
- › Stereotypes are challenged by staff and students across the site
- › Peer mentors offer support to students.
- › Restorative meetings provide support to targets of bullying and those who show bullying behaviour
- › Students are continually involved in developing school-wide anti-bullying initiatives through consultation with the school council and school prefects.
- › Working with parents and carers, and in partnership with community organisations, to tackle bullying where appropriate