



# **Anti-Bullying Local Procedures Aurora Keyes Barn School**

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

## **Appendix 2: Local Procedures: Keyes Barn School**

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

Report to a staff member– such as a class teacher, key worker, our DSL Dalziel McAlister or any other teacher

Report using the anonymous ‘worry monster’

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 behavior incident on Engage

The DSL should be informed by either email or conversation.

The site anti- bullying log should be filled in by the DSL, this is kept in the Designated Safeguarding Lead’s office.

If a bullying incident is confirmed then a Engage bullying log is created by 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

These incidents will be recorded on Engage on a Incident Daybook.

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

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

A child friendly anti-bullying poster, in the entrance to school, ensures all students understand and uphold reporting information of bullying.

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

# Aurora

Morning social times, keyworker sessions and daily transport provides regular opportunities to discuss issues that may arise in class and for class teachers to target specific interventions

Whole-school 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

Restorative justice interventions 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 through the school council and through the anti-bullying survey

Working with parents and carers, and in partnership with community organisations, to tackle bullying where appropriate