

HIGHCLARE SCHOOL

ANTI-BULLYING POLICY

This policy has been written with reference to ‘Safe to Learn – Embedding anti-bullying work in schools (DCSF Guidance) and Cyber bullying – a whole school issue (DCSF). Our Anti-bullying Policy is supported by our Behaviour Policy which details action to be taken.

This is a whole school policy (EYFS to KS5) and includes TOPS.

Introduction

Highclare School is committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere where bullying will not be tolerated. This is consistent with two of our school aims

“to provide high quality teaching and to encourage independent learning within a secure and happy environment”, and
“to develop the values of self respect and self discipline, alongside tolerance and respect for others”

It also supports the whole ECM agenda. Bullying of any kind is unacceptable at our school and it is the responsibility of all adults in the school to enforce this. When bullying is reported on journeys to or from school we will liaise with parents, pupils and, if appropriate, others, to address the problem. Our own minibuses have CCTV. We believe that bullying is a serious offence which can cause psychological damage and even suicide. We are aware that there are criminal laws which apply to harassment and threatening behaviour. If bullying does occur, all pupils and parents should know that incidents will be dealt with promptly and effectively.

Staff should model positive relationships and good behaviour should be praised and rewarded (as appropriate).

Aims of this Policy

- To ensure that all governors, teaching and non-teaching staff, pupils and parents have an understanding of what bullying is.
- To ensure that all governors, teaching and non-teaching staff know what the school policy is on bullying, and follow it when bullying is reported.
- To be confident that all pupils and parents know what the school policy is on bullying, and what they should do if bullying arises.
- To assure pupils and parents that bullying will not be tolerated and that they will be supported when bullying is reported.
- To make all governors, teaching and non-teaching staff aware of areas of the school where pupils might be threatened and take appropriate action to reduce these threats.
- To ensure that pupils who engage in bullying behaviour know that they will be held to account but also helped to modify their behaviour.

What is bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

- Cultural - disparaging comments or behaviour relating to culture
- Religious - disparaging comments or behaviour relating to religion
- Emotional - being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical - pushing, kicking, hitting, punching or any use of violence
- Racist - racial taunts, graffiti, gestures
- Sexual - unwanted physical contact or sexually abusive comments
- Homophobic - because of, or focussing on the issue of sexuality
- Verbal - name-calling, sarcasm, spreading rumours, teasing
- Cyber - all areas of internet, such as email and internet chat room misuse, mobile threats by text messaging / calls, misuse of associated technology, i.e. camera / video facilities.
- Disability - disparaging comments or behaviour relating to disability.

The nature of bullying:

- Deliberately hurtful (including aggression)
- Repeated often over a period of time
- Difficult for victims to defend themselves

Signs and Symptoms

A child may indicate by signs or behaviour that he or she is being bullied. Parents and Staff should be aware of these possible signs and that they should investigate if a child:

- is frightened of walking to or from school
- doesn't want to go on the school/public bus
- begs to be driven to school
- changes their usual routine
- is unwilling to go to school (school phobic)
- begins to truant
- becomes withdrawn, anxious or lacking in confidence
- starts stammering
- attempts or threatens suicide or runs away
- cries themselves to sleep at night or has nightmares
- feels ill in the morning
- begins to do poorly in school work
- comes home with clothes torn or books damaged
- has possessions which are damaged or "go missing"
- asks for money or starts stealing money (to pay bully)
- has unexplained cuts or bruises
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- is frightened to say what's wrong
- gives improbable excuses for any of the above
- is afraid to use the internet or mobile phone
- is nervous and jumpy when a cyber message is received

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated

Parents and Staff – Procedures to follow

1. All staff should be aware of the signs and symptoms of bullying.
2. All staff who witness an incident should:
 - a. state clearly why the behaviour is unacceptable
 - b. if necessary separate the pupils
3. Staff who are told of bullying by a bullied child, a parent or a child who has witnessed an incident should:
 - a. Take the matter seriously and be sensitive to the child
 - b. Assure the child that she/he is right to tell and that everyone has the right to be safe
 - c. Not promise to keep it a secret, but assure the child that further action will be taken and that you will give support.

In the first instance, staff who witness or are told of incidents should report them to the Form teachers. Most issues can be dealt with at this level.

4. Cases of serious bullying should be reported to the Pastoral Head of Senior School, Head of Site at KS1\KS2, EYFS Co-ordinator or TOPS Manager and they will record the incidents in the Departmental Incident Books.
5. The victim, alleged bully and any witnesses will be interviewed separately by the relevant senior member of staff named above.
6. In cases of serious bullying parents should be informed and invited into school to discuss the problem.
7. It is important that information is communicated to relevant staff. As a minimum form teachers (and tutors in senior school) of those involved should be informed and possibly involved in any strategies that are adopted.
8. Different sanctions will be used depending on the nature of the incident. These will be age related. Primarily they are aimed at preventing further bullying and sending out a clear message that bullying at Highclare will not be tolerated. On some occasions it may be appropriate to counsel the bully.
9. One possible strategy is the "no-blame approach".
 - a. After the evidence is gathered all parties involved meet, and everyone will have an opportunity to speak without interruption.
 - b. It will be made clear that what has happened is not acceptable and must not happen again.
 - c. All parties should agree on what is acceptable behaviour.
 - d. Support should be given for both victim and bully.
10. If the matter cannot be dealt with at this level and severe and persistent bullying continues, extreme sanctions, eg. suspension, reverse exclusion, or exclusion may be necessary. See Behaviour Policy.
11. The relevant Senior member of staff should follow up the incident later to check the issue has been resolved.

12. Cyberbullying :

- ❖ Make sure the pupil knows not to retaliate or return the message
- ❖ Ask the pupil to think about what information they have in the public domain
- ❖ Help the pupil to keep relevant evidence for any investigation (e.g. by not deleting messages they've received, and by taking screen capture shots and noting web addresses of online cyberbullying instances)
- ❖ Check the pupil understands simple ways to prevent it from happening again, e.g. by changing contact details, blocking contacts or leaving a chatroom

Action to contain the incident when content has been circulated.

- If you know who the person responsible is, ask them to remove the content
- Contact the host (e.g. the social networking site) to make a report to get the content taken down
- Ask the pupil to tell you who they have sent messages on to
- In cases of illegal content, consider contacting the police, who can determine what needs to be kept for evidential purposes.

Procedures are detailed more fully in Departmental Handbooks.

Strategies to discourage bullying and raise awareness among pupils:

WHOLE SCHOOL

- PSHCE - Schemes of Work, SEAL Curriculum, Circle Time, Role Play
- Assembly – discussion and stories and news items relating to bullying and e-safety
- Annual e-safety awareness focus
- Use Annual Anti-bullying week to raise awareness

SENIOR SCHOOL

- The topic is covered in English and Drama lessons e.g. use of poetry, creative writing
- A biennial questionnaire gives an opportunity to find out the pupils' perception of the problem
- The pupils are referred to visit the website www.dontsufferinsilence.com

KS1 AND KS2

- It is covered in stories from J1 to J6
- Assemblies and workshops are used to address the issue

EYFS

- Through all six areas of learning and development (see EYFS Policies and Procedures)

Staff Training

All staff will have regular training to enable them to recognise the signs and symptoms of bullying, how to deal with it and how to reduce opportunities for bullying to take place in school.

Policies linked to this Policy

- PSHCE
- Safeguarding
- Behaviour
- Restraint
- Disability

Written by:	Confirmed by:	Adopted by the Board:	Review Date:
HJ/September 2009	MV/October 2009	November 2009	July 2010