



# Anti-Bullying Policy

## General Statement

The School Standards and Framework Act 1998 require all schools to have an Anti Bullying Policy.

The schools Behaviour Management Policy includes measures with a view to promoting good behaviour and respect for others on the part of pupils and in particular preventing all forms of bullying among students. To this aim the school works hard to ensure the maintenance of good order and discipline at all times during the school day, especially during the break time and at lunch time. We have found that this is when students who are engaged in less structured activities whether in the school building or elsewhere behave inappropriately.

We value the good relationships fostered within the school, and expects that every allegation of bullying will be taken seriously. Some experts say that a child should be treated as being bullied simply because he / she say that they are. We consider that this is the attitude that this school should adopt. It is considered more sympathetic than to tell pupils "not to be so sensitive".

All staff, pupils and parents should be aware of the negative effects that bullying can have on individuals whether child or adult, and the school in general, and should work towards ensuring that everyone can work in an environment without fear.

Bullying is unacceptable in this school and will not be tolerated. The school also recognises that because of the verdicts in bullying cases it must take note of bullying perpetrated outside school which spills over into the school. The school will do what is reasonably practicable to eliminate any such bullying.

## Aims

- To demonstrate that the school takes bullying seriously and that it will not be tolerated;
- To take measures to prevent all forms of bullying in the school and on off-site activities;

- To support everyone in the actions to identify and protect those who might be bullied
- To demonstrate all that the safety and happiness of pupils is enhanced by dealing positively with bullying;
- To promote an environment where it is not an offence to tell someone about bullying; or
- To promote positive attitudes in pupils.

### **Definition of Bullying**

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

### **Bullying can be:**

#### **Emotional**

- Being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)

#### **Physical**

- Pushing, kicking, hitting, punching or any use of violence

#### **Racist & Xenophobia**

- Racial taunts, graffiti, gestures. Xenophobia means someone has an unreasonable distrust or hatred of strangers, foreigners, or anything perceived as foreign or different.

#### **Sexual**

- Unwanted physical contact or sexually abusive comments

#### **Homophobic**

- Because of, or focusing on the issue of sexuality

#### **Verbal**

- Name-calling, sarcasm, spreading rumours, teasing

#### **Cyber**

- All areas of the internet, such as email and internet chat room misuse, mobile threats by text messaging and calls, misuse of associated technology, i.e. camera and video facilities.

### **Why is it Important to Respond to Bullying?**

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Pupils who are bullying need to learn different ways of behaving.

Schools have a responsibility to respond promptly and effectively to issues of bullying.

**For students who experience bullying they need to know that:-**

- They are heard;
- They know how to report bullying and get help;
- They are confident in the school's ability to deal with bullying;
- Steps are taken to help them feel safe again;
- They are helped to build confidence and resilience;
- They know how they can get support from others.

**Signs and Symptoms**

A child may indicate by signs or behaviour that he or she is being bullied. Adults 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 dinner or other monies continually "lost"
- has unexplained cuts or bruises
- comes home starving (money / lunch has been stolen)
- 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 & 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.



## **Dealing with incidents**

- If bullying is suspected or reported the incident will be investigated and dealt with initially and immediately by the teacher / LSA approached.
- If a racial element to the bullying is suspected the Head Teacher must be informed immediately.
- The teacher / LSA will record the details of the incident in the designated record book.
- The students tutor with the support of the Head of Student Welfare will interview all the parties and make a record.
- Teaching staff will be informed at the round up meeting.
- The tutor and Head of Student Welfare in consultation with the Headteacher will determine the appropriate strategy and plan of action to combat the bullying.
- The tutor will oversee the implementation of the strategy.

Parents will be kept informed by the tutor.

Any sanctions against the bullies will be determined by the staff team.

If necessary and appropriate, police will be consulted.

## **Reporting and recording incidents of bullying**

The school actively encourages students to report bullying incidents in confidence using a number of methods. The school has a method of recording incidents and any sanctions or actions taken. The incident is recorded in the Bullying Book and a number allocated to that incident. A full account is then written on the bullying incident form this is used to record, racial, sexual, gender, homophobic or cyber bullying in greater details and action taken is also recorded. This information is available to the local authority to enable them to be better informed in the development of appropriate strategies to tackle bullying across their area. The school has a method of reporting to parents incidents of bullying.

## **Bullied pupils**

Staff who deal with pupils who have been bullied must always offer reassurance. Pupils who have been bullied will be given support determined by the tutor and Head of Student Welfare in consultation with the pupil. Students will be asked to complete with staff a data collection sheet. This will help in collecting information about the incidents and provide staff with as much detail as they need and will reduce the necessity for staff to keep asking the student questions related to the incident. A sample of the anti-bullying information sheet for pupils is contained in the school's "information" folder and is also contained in the student handbook.



## **Bullies**

Changing the attitude and behaviour of bullies will be part of the responsibility of the positive procedures used by the school. However, the school recognises that sanctions will also have to be used against bullies.

## **Sanctions**

- The disciplinary penalties have three main purposes, namely to:
- Impress on the perpetrator that what he/she has done is unacceptable.
- Deter him/her from doing it again and
- Signal to other students that the behaviour is unacceptable and deter them from doing it.

Sanctions for bullying are intended to hold students who bully to account for their behaviour and ensure that they face up to the harm they have caused and learn from it. They also provide an opportunity for pupils to put right the harm they have caused.

- 1) The bully (bullies) may be asked to genuinely apologise.  
Other consequences may take place.
- 2) In serious cases, suspension or even exclusion will be considered
- 3) If possible, the pupils will be reconciled
- 4) After the incident / incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

## **Prevention**

We will use KIDSCAPE methods for helping children to prevent bullying.

As and when appropriate, these may include:

- writing a set of school rules
- discussing bullying in tutor time, or during assemblies
- daily tutor meetings
- signing a behaviour contract or BMR report cards.
- writing stories or poems or drawing pictures about bullying
- reading stories about bullying or having them read to a class or assembly
- making up role-plays (or using KIDSCAPE role-plays)
- having discussions about bullying and why it matters in PHSE.

## **On going School Improvement**

The aim of the school is to:

- Prevent, de-escalate and or stop any continuation of harmful behaviour.
- To react to bullying incidents in a reasonable, proportionate and



- consistent way.
- To safeguard the student who has experienced bullying and to provide sources of support for that student.
- To apply disciplinary sanctions to the student causing the bullying and ensure that they learn from the experience, this may involve other agencies.

Anti-bullying work is a constant whole school improvement issue and needs to be integrated into the School Development Plan as well as the Behaviour Management Policy. The school will carry out a planned audit to establish current practise and ways of improvement. After a period of consultation areas that need to be prioritised are identified and a plan arrived at. There needs to be close monitoring and evaluation to establish the success of any revised plan.

### **Strategies and Practices that can be used to reduce Bullying.**

- Promote an honest and open anti bullying ethos
- Staff actively demonstrating positive behaviour.
- Use of the curriculum-PHSE, tutor time,
- Use of creative learning through art, poetry etc.
- Anti bullying week
- Assemblies
- Speakers
- Student voice- through class, tutor or circle time
- Data gathering through out the school to display views and experiences
- Look at making the school safer- blind spots, quiet areas,
- Joint work with partners-police, TFL, LA transport team

Professionals-EWO, school staff development,

- Student reporting systems
- Use of sanctions
- Use of rewards and celebrations-
- Adult mediation-
- Restorative Justice
- Police involvement
- Engaging parents
- Parenting contracts
- Alternative provision

## **Involvement of Parents**

Parents, as well as all staff and pupils, should know that the school will not tolerate bullying, and takes a positive approach to educating pupils to combat it. Parents of students who are being bullied will be asked to complete a help sheet with the support of the school if they wish. This will allow us to collect as much detail as we can prior to any investigation. A copy of the sheet can be found in the schools "Information " folder, and key stage 3 and 4 parent booklets.

Parents of pupils who are being bullied and parents of the bullies will be involved in the solution to the problem as appropriate by the relevant tutors in consultation with the Head of Student Welfare and Head teacher.

Parents will be informed of the policy and procedures and the possibility of permanent exclusion following gross acts of bullying.

## **Involvement of Pupils**

Pupils will be involved in the positive strategies through both the student voice and tutor groups. Pupils will have an input in to the PSHE anti-bullying programme, and will be consulted on how it could be developed.

- A major part of the programme will consist of educating pupils in how to cope with bullying.
- Anti-bullying charter is being implemented during Anti-Bullying week in November 2013.

## **Counselling**

The school is prepared in appropriate cases to arrange counselling for both bullies and the bullied.

Kidscape gives advice on child safety policy, runs a helpline for parents and children – Tel: 0845 1 205204 and organises free one-day sessions for bullied children. <http://www.kidscape.org.uk/>

## **Reporting and recording**

Incidents must be reported and recorded using the school's "Bullying Incident Form".

## **Staff training**

The Human Resources Manager and Head teacher are responsible for arranging a programme of staff development, which will include anti-bullying



strategies. This will include INSET training for all staff.

### **Monitoring and review**

Completed bullying forms are given direct to the Head teacher and considerations are made on each individual incident and strategies discussed with all staff at the daily\ round up meeting. SMT determine what can be learned from the incidents and how they were handled with a view to improving the school's strategies.

### **Other School Reference Policies**

- E-Safety & Acceptable Use Policy
- Safeguarding (Child Protection) Policy
- Staff Code of Conduct
- Behaviour Management Policy

### **HELP ORGANISATIONS:**

Useful advice can be found in the DfE non-statutory guidance:-

<http://www.education.gov.uk/search/results?q=anti+bullying>

<http://www.beatbullying.org/>

The above gives guidance on whole-school policies; pupils' experiences, finding out about bullying in school, strategies to combat bullying, working with parents, beyond the classroom, and advise for pupils, parents and families along with case studies and advise on materials.

Childline	0800 400 2222
Advisory Centre for Education (ACE)	0808 800 5793
Children's Legal Centre	0845 345 4345
KIDSCAPE Parents Helpline (Mon-Fri, 10-4)	0845 1 205 204
Parentline Plus	0808 800 2222
Youth Access	020 8772 9900
Bullying Online	<a href="http://www.bullying.co.uk">www.bullying.co.uk</a>

Visit the Kidscape website [www.kidscape.org.uk](http://www.kidscape.org.uk) for further support, links and advice.

## **Cavendish School**

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