



Anti Bullying Policy

Status	Recommended
Audience	Governors, Headteachers, Parents, Students
Issued	September 2017

THE PRESCOT SCHOOL ANTI BULLYING POLICY

Policy Approved: September 2017
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INTRODUCTION

The school has a 'duty of care' towards its students with regard to bullying in that the Headteacher and staff stand in loco parentis (in place of the parents). This duty of care includes protecting pupils from harm of bullying.

THE POLICY – OVERVIEW

The Prescott School will:

- promote the well-being of students
- develop a policy which encourages good behaviour and respect for others on the part of students and, in particular preventing all forms of bullying amongst students
- establish procedures for dealing with complaints about bullying

This policy links to the Every Child Matters Outcomes of: Stay Safe, Be Healthy and Make a Positive Contribution. It also links with the National Healthy Schools Programme theme of Emotional Health and Wellbeing, safeguarding children's procedures and the Safe to Learn guidance.

OBJECTIVES

Every member of the school community is entitled to expect equality of protection from bullying as well as protection and support from school policies and procedures designed to ensure that the school remains a safe environment in which to teach and learn. Our policy has given careful consideration to the six equality strands, race, ethnicity, gender, age, religion, disability and sexuality (regards.) This is to ensure that anti-bullying provision is provided in a sensitive and non judgemental way that will enable all young people, staff and the wider school community to feel valued and included in effective policy and practices.

Definition of Bullying

Bullying can be defined in a number of ways. We follow the DCSF Safe to Learn (2007) guidance which defines bullying as:

"Behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally".

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** racial taunts, graffiti, gestures
- **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 internet ,such as email & internet chat room misuse, mobile threats by text messages and calls and also misuse of other associated technologies – ie. Camera and video facilities.

Bullying can take place between pupils, between pupils and staff; or between staff; by individuals or groups; face to face, indirectly or using a range of cyber bullying methods.

It can happen in isolation or quite often in the presence of others.

People who are victims of bullying frequently, but not exclusively, are bullied as a result of:

- race, religion or culture
- special educational needs or disability
- appearance or health conditions
- sexual orientation
- gender
- home circumstance including looked-after-children and young carers

PROCEDURES

We believe that:

- bullying is undesirable and unacceptable
- bullying is a problem to which solutions can be found
- seeking help and openness are regarded as signs of strength not weakness
- all members of the school community will be listened to and taken seriously
- bullying prevents students achieving to their full potential and affects standards of Achievement and aspirations
- everyone has the right to work and learn in an atmosphere that is free from fear
- all of us have a responsibility to ensure that we do not abuse or bully others
- young people should be encouraged to seek support in school if they are worried about bullying and have a right to expect that their concerns will be listened to and treated seriously
- young people should be involved in decision making about matters that concern them
- we all have a duty to work together to protect vulnerable individuals from bullying and other forms of abuse

4. Aims of the Policy

- To assist in creating an ethos in which attending the school is a positive experience for all members of the school community
- To make it clear that all forms of bullying are unacceptable at the school
- To enable everyone to feel safe while at the school and encourage students to report incidences of bullying
- To deal effectively with bullying
- To support and protect victims of bullying and ensure they are listened to
- To help and support bullies to change their attitudes as well as their behaviour and understand why it needs to change
- To liaise with pupils, parents and other appropriate members of the school community
- To ensure all members of the school community feel responsible for combating bullying
- To ensure consistency in practice within the school community

5. Intended Outcomes

- That there are effective listening systems for pupils and staff within the school
- That parents have a point of contact in school if they are concerned about their child
- That all staff have the necessary skills and confidence to deal with incidents of bullying effectively and promptly
- That no child or young persons' educational opportunities and achievement is disadvantaged due to the experience of bullying
- That all staff are equipped with the skills necessary to deal with bullying
- That the wider school community is involved in dealing effectively with, reporting, recording, monitoring and if necessary referring bullying incidents
- That there is effective communication with parents and the wider school community on the subject of bullying.
- That all incidents of bullying are recorded and appropriate use is made of the information and where appropriate shared with relevant organisations

6. Recording of Incidents

From September 2009 it is a legal requirement for schools to record all incidents of bullying. To meet this requirement we:

- Keep a record of individual incidents of bullying. (***an incident recording sheet can be found in the appendix to this policy***)
- Compile an annual record of bullying incidents.
- Ensure that an annual analysis of the bullying record is undertaken by the school including members of the senior leadership team and the governing body.

KEY ROLES

a) Role of students and staff in reporting and recording a bullying incident involving students

We take the view that everyone has a responsibility to report incidents of bullying or to share their concerns with a member of the school community.

b) Guidance for pupils

If you are being bullied;

- Remember it is not your fault
- Try to stay calm and look as confident as you can
- Be firm and clear – look them in the eye and, if possible, tell them to stop and tell them how you feel

After you have been bullied:

- All bullying is wrong and you do not have to stay silent about it
- Tell an adult or somebody you trust about what has happened straight away.
- Adults in the school have a responsibility to give you help and support around bullying
- If you are scared to tell a teacher or adult on your own, ask a friend to go with you
- Keep on speaking until someone listens and does something to stop the bullying

When you are talking to an adult about bullying be clear about;

- What has happened to you
- How often it has happened
- Who was involved.
- Who saw what was happening
- Where it happened.
- What you have done about it already

If you experience bullying by mobile phone, text messages or e-mail;

- Don't retaliate or reply
- Save the evidence do not delete anything
- Make sure you tell an adult who you trust
- Contact your service provider or look at their website to see where to report incidents
- Be careful who you give your mobile phone number or e-mail address to
- Make a note of exactly when a threatening message was sent.

c) Guidance for parents/carers

If your child has been bullied:

- Calmly talk with your child about his/ her experiences
- Make a note of what your child says including who was involved, how often the bullying has occurred, where it happened and what happened
- Reassure your child that he/ she has done the right thing to tell you about the bullying
- Explain to your child that should any further incidents occur he/she should report them to an adult in school immediately
- Make an appointment to see your child's Head of Year , Assistant Head of Year or form teacher
- Explain to the teacher the problems your child is experiencing

When talking with members of staff about bullying:

- Try to stay calm and bear in mind that the staff member may have no idea that your child is being bullied or may have heard conflicting accounts of an incident.
- Be as specific as possible about what your child says has happened, give dates, places and names of other children involved
- Make a note of what action the school intends to take
- Ask if there is anything you can do to help your child or the school
- Stay in touch with the school and let them know if things improve as well as if problems continue

If you are not satisfied:

- Discuss your concerns with the parent governor or other parents
- Make an appointment to discuss the matter with the Assistant Headteacher or Headteacher and keep a record of the meeting
- If this does not help write to the Chair of Governors explaining your concerns and what you would like to see happening
- If you require any further support then please contact parent partnership or the Local Authority

If your child is displaying bullying behaviour towards others:

- Talk with your child and explain that what he/she is doing is unacceptable and makes other children unhappy
- Discourage other members of your family from bullying behaviour or from using aggression or force to get what they want
- Show your child how he/ she can join in with other children without bullying.
- Make an appointment to see your child's Head of Year , Assistant Head of y e a r or form teacher and explain the problems your child is experiencing as well as discussing how you can work together to stop him/ her bullying others
- Regularly check with your child how things are going at school
- Give your child lots of praise and encouragement when he/ she is co-operative or kind to other people

If your child is experiencing any form of cyber bullying:

- Ensure your child is careful whom they give their mobile phone number and e-mail address to
- Check exactly when a threatening message was sent and keep evidence of offending e-mails, text messages or online conversations. Do not delete messages
- Contact the service provider to report the incidents
- If the cyberbullying is serious and a potential criminal offence has been committed, you should consider contacting the police

d) Guidance for adults experiencing bullying

If you are experiencing bullying as an adult:

- Seek advice and information from your union
- Share your concerns with a trusted colleague

- Make a record of all incidents and date them
- If you feel your situation is not being resolved then you should follow the school's formal procedures as adopted by the governing body

e) Sanctions

It is important for all schools to be open and transparent in the sanctions used for bullying incidents. This school has set procedures to follow in implementing sanctions where a bullying incident has occurred. These sanctions are applied in appropriate proportion to the event. In the event of all other avenues being exhausted, or in particularly serious cases this may lead to exclusion.

The revised DCSF Revised Guidance of September 2007, Improving Behaviour and Attendance: Guidance on Exclusion from Schools and Pupil Referral Units, (Section 17) states:

“In cases where a Headteacher has permanently excluded a pupil for persistent and defiant misbehaviour (which would include racist or homophobic bullying)...the Secretary of State would not normally expect the governors' Discipline Committee or an Independent Appeal Panel to reinstate the pupil.”

However, governors would need to examine the evidence that a wide range of strategies had been tried and failed to affect a positive change in the bullying behaviour.

8. Monitoring Arrangements

This policy will be evaluated and updated where necessary annually. The views of students, parents and staff will be used to make changes and improvements to the policy on an ongoing basis.

The senior leadership team and governors will, on an annual basis, analyse the school's anti-bullying data, identify trends and evaluate the effectiveness of anti-bullying strategies.

Anti Bullying protocol

1. An incident is observed by or reported to a member of staff (record as soon as possible on class charts)
2. Take the incident seriously and reassure the child that they have done the right thing in talking to you. Report to Head of Year / pastoral assistant or form tutor as soon as possible.
3. Head of Year/form tutor or pastoral assistant will talk calmly to the student and get as much information as possible and to discuss with the student what the next steps are going to be – this will depend on the nature of the incident and any

previous incidents students must be given the opportunity to talk through what has happened and how they would like the incident resolved in order to feel safe – the anti bullying form must be filled in at this point and sent to HOY and Amanda Kennedy (assistant head).

4. The perpetrator will also be spoken to and an incident report completed.
5. Witnesses will always be sort if appropriate and their recollection recorded
6. Parents of both victim and perpetrator will be informed by phone or if this is not immediately possible they will be asked to contact school via a text message. Parents must be contacted before the student who has experienced bullying goes home and if required a home visit will take place.
7. All details must be recorded and copies place on both victim and perpetrators file, a note designating a bullying incident must be recorded on class charts
8. A decision regarding punishment will be taken by the Head of Year following the schools behaviour policy. If required a discussion with a member of SLT will take place if the incident is of a very serious or repeated nature or an exclusion considered
9. Parents must be informed of the decision regarding punishment
10. Appropriate support will be offered to the victim and the perpetrator

SANCTIONS

The following sanctions will be considered according to the nature of the incident, the wishes of the student/parent and if the incident has been repeated.

- If there has been a misunderstanding and bullying has not occurred no further action will be taken.
- Discussion with the perpetrator and their parents
- Restorative justice
- Monitoring report
- The loss of unsupervised time (breaks and lunchtimes)
- Temporary or permanent ban from the school bus and school trips
- Isolation
- Where bullying has implications with regard to the law school will inform the police (safer schools officer) or seek advice from relevant agencies
- Internal exclusion
- Fixed Term Exclusion
- Permanent exclusion

The school needs to support both the victim and the perpetrator and keep them informed of all outcomes as well as issuing any sanctions and referring them to appropriate outside agencies

Heads of Year and form tutors may decide to speak to classes and whole year groups where appropriate .Class teacher / form tutor speak to year group where appropriate to discuss inappropriate behaviour if it has been reported in a number of different cases

REVIEW

The Reviewing of this policy will take place each academic year.

APPENDIX 1

School Bullying Incident Form
The Prescott School Bullying Incident Form

This report will be held in strict confidence and will not be made available to any outside persons or agencies.

Report from (student or staff name)	
Date of incident	
Time of incident	
Ethnic origin of victim	
Ethnic origin of perpetrator	
Gender of victim	
Gender of perpetrator	

Please tick to indicate type of incident

Verbal Physical	
Name-calling Kicking	
Taunting Hitting	
Mocking Punching	
Making offensive comments Pushing	
Threatening Biting	
Teasing Pinching	
Other (please state) Other (please state)	
Emotional Cyber	
Offensive graffiti Offensive text messages	
Excluding from group Offensive e-mails	
Spreading rumours	
Sending degrading images	
Being forced to do something against own will	
Taking possessions/money	
Other (please state)	

If you feel the bullying incident was in any way motivated by any of the following please indicate with a tick.

Appearance	
Disability	
Home circumstances	
Gender Race/ethnic origin	
Medical condition	
Religion	
sexuality	

Brief description of incident

Action taken

Did the incident lead to the perpetrator(s) being excluded?	yes/no
Have you had contact with the victim's parent/carer?	yes/no
Have you had contact with the perpetrator's parent/carer?	yes/no
Have you reported this incident to any other agencies?	yes/no
If 'yes' which agencies?	

Signed _____ Designation _____

Copy of this form must be given to Amanda Kennedy and students HOY