Anti-bullying Policy and Procedures

Date Policy Updated:	January 2016
To Present to Governors:	February 2017
Date Policy Ratified:	February 2017
Date for next Review:	Autumn 2018
Signature of Headteacher	
Date of signing	March 2017
Signature of Chair of Governors	
Date of signing	1st February 2017

Contents

Context....3
Rationale (reasons for having a Bullying Policy)....3
Aim....4
Definition of bullying....4
Procedures and guidance....5
School....5
Students....6
Parents....6
Bullying Outside School Premises....7
Current Intervention to Educate and Reduce Bullying....7
Record keeping....8
Sanctions....8
Anti-Bullying Intervention Charter....9
Other sources of support for parents and children....10

This policy has been written and implemented in accordance with the School's dedication to its Christian values. These are underpinned in the Stopfordian ethos and the message and example of Jesus Christ.

CONTEXT

Bishop Stopford's School is recognisable by the quality of its community within which Christian principles are fostered, both within the curriculum and through the relationships which exist between students, parents, teachers, support staff, governors, and the wider community. It strives to be a welcoming place offering the support necessary for individuals to develop and achieve fully their potential. Such a positive and caring ethos demands an active anti-bullying policy.

We believe that the Equality Act provides a framework to support our commitment to valuing diversity, tackling discrimination, promoting equality and fostering good relationships between people. It also ensures that we continue to tackle issues of disadvantage and underachievement of different groups.

It follows that, within Bishop Stopford's any behaviour which is the abuse of power and results in hurting others is totally unacceptable. Students and their parents must be confident that such bullying behaviour will be dealt with seriously.

RATIONALE (REASONS FOR HAVING A BULLYING POLICY)

1.1 All students have a right to an education free from bullying. All students must feel confident that reported incidents of bullying will be taken seriously and acted upon speedily.

1.2 No member of staff, or of the wider school community, should ever ignore a report of bullying.

1.3 Tackling bullying in School matters because:

- bullying makes people unhappy;
- people who are being bullied are unlikely to concentrate fully on their school work;
- some people avoid being bullied by not going to school;
- being bullied at school may lead to depression and damaged self-esteem in adulthood;
- people who do not see bullying challenged are likely either to copy the anti-social behaviour or take unacceptable action to deal with it themselves;
- schools which do take action against bullying build reputations as effective, caring schools;

- it enables identification of the need for support among students who show bullying behaviour;
- it enables us to educate students on how to interact with others in a positive and considerate way;
- everyone has the right to feel safe and happy in the school environment.

AIM

To create, within Bishop Stopford's School, an environment which is as free from bullying behaviour as is possible. To strive to prevent bullying and minimise its incidence on every level.

DEFINITION OF BULLYING

Bullying is when a student or group of students repeatedly:

- use text, phone, email or any other technology in a hurtful way.
- order someone to do something they don't want to do;
- say hurtful things to someone else;
- hit, kick or push someone else;
- spread nasty rumours about someone else;
- send someone hurtful notes;
- stop someone joining in;
- repeatedly ignore someone;
- threaten someone;
- tease or laugh at someone in a hurtful way;
- destroy someone's property;
- take any action which belittles or undermines others or causes them hurt or pain in any way.

Racist, sexist or homophobic taunts or comments are also totally unacceptable and may be part of bullying behaviour. If such things happen frequently it is difficult for a student to deal with them in a way which does not make the situation worse.

Bullying can involve a lack of understanding and respect for difference and is something which aims to undermine others. It can be used by one individual or a group to exert power over another student or students.

Someone who is a willing bystander to incidents of bullying may be seen to be supporting the bullying behaviour also.

PROCEDURES AND GUIDANCE

Everyone who is part of the Bishop Stopford's School family has a responsibility to make our environment safe and happy for all other members. To tackle the issue of bullying we will work together to prevent bullying incidents as much as possible and take appropriate action should an issue of bullying occur.

Overview

In less serious cases, a no-blame, problem-solving approach may be used. This is where the adult tries to remain neutral and deliberately avoids direct, closed questions which may be seen as accusatory or interrogational in style. The aim is to focus on helping the students involved to find a solution and stop the bullying recurring.

Where more serious bullying behaviour is clearly proven, or repeated, sanctions must be used. The sanction used must depend upon the circumstances and the behaviour record of the students involved.

Incidents which result in damage to a person or property or serious distress must result in serious sanctions. Teachers must discuss the incident with the Head of Year of the students concerned. The parents of the victim(s) and the perpetrator(s) will be informed and involved as appropriate. Exclusion may be an appropriate sanction in certain circumstances; a permanent exclusion may be used as a last resort. The family of the bullied student may wish to involve the Police by charging the bullying student with harassment or assault. This is their right. It is vital that the Head of Year ensures that accurate records are kept to assist with such proceedings as necessary.

While bullies should be punished for their bullying they must also be helped to ensure that they recognise that what they have done is wrong. They should be supported to ensure that they make the right choices and interact with others more positively in the future.

Detail

School

The following steps are taken when dealing with bullying incidents:

- If bullying is suspected or reported, the incident is dealt with immediately by the member of staff who has been approached.
- A clear account of the incident and collected statements are recorded on BROMCOM and a File note is completed and given to the Head of Year, Subject Leader, or Senior Member of Staff.
- Relevant staff such as Form Tutors, mentors etc are made aware of the incident as appropriate.
- Parents are informed of the incident and any necessary follow up.
- Sanctions are used as appropriate in accordance with the Behaviour for Learning Policy and in consultation with all parties concerned.
- Restorative Justice Meetings may be used to support both the victim and perpetrator.

- Mentoring input may be implemented as appropriate to support both the victim and the perpetrator.

Students

Students who have been bullied are supported by:

- Being offered the opportunity to discuss the experience with a member of staff
- Being listened to and given reassurance and guidance on how to deal with issues of bullying
- Continuous support from school and home
- Referral to support services as appropriate. This may be internal support such as learning or peer mentors or alternatively external support such as the Secondary Support Service or CAMHS.
- Development of self-esteem and confidence using all/any of the steps identified above

Students who have bullied others are sanctioned though they are also offered support in order to help modify their behaviour. These students are supported by:

- Being offered the opportunity to discuss what happened,
- Considering and exploring the reasons why they became involved.
- Being encouraged to think about the incident and the steps needed in order to change.
- The school informing parents or guardians to ensure that they too can offer guidance on how such behaviour should be modified
- Referral to support services as appropriate. This may be internal support such as learning or peer mentors or alternatively external support such as the Secondary Support Service or CAMHS.

Parents

- When and if a parent has a concern that their child is being bullied they should contact their child's Head of Year immediately. They can do this either via the school's mainline phone on 020 8804 1906, letter or the Head of Year's e mail. If the Head of Year is unavailable parents should contact the Deputy Headteachers in the school
- Once a concern has been raised the school will investigate the matter, take action (if necessary) and report back to the parent who reported the matter in the first instance.
- Parents will be supported and are asked to give the school adequate time to investigate the reported incident. In these matters it is important that investigation is thorough and action taken is considered in light of the evidence. The school will always seek action most appropriate to each individual case.
- Under no circumstances should parents/carers take action against other students of the school
- If for whatever reason a parent is unhappy with the actions of the school they have the option to raise a complaint as set out in the school's complaints policy available on the school website.

Bullying Outside School Premises

Sometimes bullying incidents may occur outside of the school premises. Such incidents are treated in the same way as those which occur in school.

Section 89(5) of the Education and Inspections Act 2006 gives headteachers the power to regulate pupils' conduct when they are not on school premises and are not under the lawful control or charge of a member of school staff.

- This can relate to any bullying incidents occurring anywhere off the school premises, such as on school or public transport, outside the local shops, in the community or via mobile phones and the internet.
- As such, bullying incidents that occur outside of school can and may be dealt with and sanctioned as detailed in this document and our whole school behaviour policy

Current Intervention to Educate and Reduce Bullying

- Taking steps to prevent bullying is crucial to any school that wishes to eradicate this kind of behaviour. Being proactive enables us to prevent negative incidents before they occur.
- Within the curriculum the school raises the awareness of the nature and impact of bullying through Form Time and Assemblies in an attempt to eradicate this behaviour. The issue is also covered via our Citizenship curriculum in Key Stage 3.
- Following a whole school project, an **Anti-bullying campaign** was launched in 2013 by the staff and the students in order to highlight the importance of eradicating and preventing bullying. This campaign is revisited every November as part of the National Anti-Bullying week, to reinforce the school message 'stand together, beat bullying'
- As part of this campaign, the school embarked on peer mentoring schemes, anti bullying workshops and our own Bishop Stopford's anti bullying wrist bands were produced and given to every student and staff member within the school. In 2015, badges were given to all students in the school showing three key principles that we believe in; Respect, Friendship and Diversity. A 'Wear it Blue' non uniform day was also held in order to raise awareness further.
- **Themed weeks** designed to reinforce the school message against bullying will take place every term focusing on raising awareness and understanding of issues such as diversity, equality and unity.
- Our anti-bullying message is clearly displayed around school with ant-bullying posters, the principles of the Stopfordian ethos and the importance of 'Respect, Diversity and Friendship' shown in corridors and classrooms across the school.
- The Stopfordian Ethos was devised by the school council in 2013 and launched in May 2014. The ethos highlights the importance of respect and consideration of others and reminds students of the basic expectations of our school community.
- A **peer mentoring system** has been implemented to support students who are experiencing a range of problems including bullying. Peer mentors are trained in this area and are supported by our Learning Mentor.
- Students can also be referred to a **Learning Mentor** by their tutor or Head of Year who support students with any issue that may be having a negative impact on their school life.

- **Student surveys** are taken to monitor and assess the level/incidence of bullying within the school. This is used to determine future action and policy that may be needed to further educate and guide our students.
- Guidance on internet safety and issues regarding the responsible use of social media are on display in classrooms and around school. A whole school INSET was given in July 2014 and again in October 2015 to students, staff and interested parents in order to advise on 'Staying Safe Online'
- Intervention extends into our 6th form though specific issues are monitored and responded to by the Deputy Head with overall responsibility for 6th Form.

The school's response to bullying is also publicised via

- Displays and information regarding ways of seeking help.
- The school Bullying Intervention Charter is in the school planner in addition to the Stopfordian Ethos which outlines general expectations.
- A **leaflet** is distributed to students and is available to parents at parents' evenings. Awareness is also raised regarding responsible use of social media and the internet. The information provided changes with new developments and is pertinent to the needs and possible risks pupils could be exposed to.

Record keeping

- Incidents of bullying are recorded and kept on the school central bullying file and recorded in BROMCOM. A formal warning for bullying is also kept as a document on the student's file.
- All reported incidents are investigated and student's statements are taken. This are kept in a separate reference file to enable patterns to be identified.
- Students who feel they are being bullied are provided with log books/journals and asked to keep a detailed record of incidents.

Sanctions

- The varying nature and varying degrees of bullying require a range of responses and a range of sanctions.
- Anyone who bullies will be seen and spoken to about this by their Head of Year.
- In appropriate cases (and particularly, though not exclusively, where the perpetrators do not attend the school and the bullying occurs elsewhere) the police liaison officer is involved, to advise the victim on what steps can be taken. Where the perpetrator is part of the school she/he would stress the seriousness of the matter and the possible consequences if it were to continue.
- In the cases of a first and minor incident an informal warning from a Head of Year may be sufficient. This would be noted on the student's file and parents would be informed.

- In more serious cases, a formal warning will be issued. This will be recorded on a bullying warning form and a letter will be sent home informing parents. A parental meeting may also be necessary.
- 4.30pm detention and/or Head of Year or SLT isolation may be implemented at this stage. More serious incidents may lead to internal exclusion in the IEU (Internal Exclusion Unit)
- Three formal warnings for anti-social behaviour (which may be bullying, fighting or racist remarks) automatically leads to a fixed period exclusion.
- A fixed period exclusion might also be given even if there have not been previously recorded warnings if the seriousness of the bullying warrants it.
- As a last resort, or in extremely serious cases, permanent exclusion would be considered.

The School Anti-Bullying Intervention Charter:

REMEMBER: a bully is only successful if the person they are bullying feels powerless.

If I see bullying behaviour I should …

- let an adult I trust know

If I am being bullied I should….

- let an adult I trust know or request to speak to a peer mentor
- keep a diary to record the 5 W's: who, what, when, where, witnesses.
- be prepared to say who is behaving like a bully

If I am behaving like a bully, I should…

- think about why I have behaved in this way
- put myself in the other person's shoes
- let an adult I trust know. Together we will come up with strategies to help me change my behaviour and show that I can take responsibility for my actions and learn from my mistakes.

REMEMBER:

- **Stay away from bullies**
- **Tell someone**
- **Avoid bad situations**
- **Make friends**
- **Project confidence OUT BULLYING!**
- **"STAND TOGETHER, BEAT BULLYING"**

Other sources of support for children and parents:

Childline 0800 1111
Kidscape 0171 730 3300 www.kidscape.org.uk
Parentline 01702 559900
Advisory Centre for Education 0171 354 8321
Anti – Bullying Alliance www.anti-bullyingalliance.org
Bullying online (advice and information about bullying) www.bullying.co.uk
Bullying: Don't suffer in silence (DfES guidance) www.dfes.gov.uk/bullying
Confidential online advice service for teenagers: www.there4me.com
http://www.childline.org.uk/Pages/Home.aspx
NSPCC www.nspcc.org.uk

Legislative links:

Schools' duty to promote good behaviour (Education and Inspections Act 2006 Section 89) http://www.legislation.gov.uk/ukpga/2006/40/section/89
Power to tackle poor behaviour outside school (Education and Inspections Act 2006 Section 89(5)) http://www.legislation.gov.uk/ukpga/2006/40/section/89
The Equality Act 2010 http://homeoffice.gov.uk/equalities/

Specialist Organisations:

The Anti-Bullying Alliance (ABA): Founded in 2002 by NSPCC and National Children's Bureau, the Anti-Bullying Alliance (ABA) brings together over 100 organisations into one network to develop and share good practice across the whole range of bullying issues. http://www.anti-bullyingalliance.org.uk/

Beatbullying: A bullying prevention charity with an emphasis on working directly with children and young people. In addition to lesson plans and resources for parents, Beatbullying have developed the Cybermentors peer support programme for young people affected by cyberbullying. http://www.beatbullying.org/

Kidscape: Charity established to prevent bullying and promote child protection. Advice for young people, professionals and parents about different types of bullying and how to tackle it. They also offer specialist training and support for school staff, and assertiveness training for young people. http://www.kidscape.org.uk/index.shtml
Restorative Justice Council: Includes best practice guidance for practitioners 2011. http://www.restorativejustice.org.uk/

Cyberbullying:

ChildNet International: Specialist resources for young people to raise awareness of online safety and how to protect themselves. http://childnet-int.org/

http://www.thinkuknow.co.uk/ - A website that provides advice and guidance to parents and young people about staying safe on the internet