

Eastern High



Anti-Bullying Policy

Eastern High School - Anti Bullying Policy

Introduction

All members of the Eastern High school community have the basic entitlement of coming to school knowing that they will be free from humiliation, oppression and abuse. It is the responsibility of all members of our school community to ensure that our environment is a caring and safe one, where individuals are free from threat or harm, and can learn and realise their full potential both as an individual and as members of a community.

The school acknowledges the importance of clear, constructive communication between the various parties concerned when attempting to minimise and deal effectively with bullying in the school. When relationships break down between peers or when bullying occurs it can have a detrimental effect upon a young person's social and emotional wellbeing as well as their educational attainment, and therefore every incident should be dealt with promptly and sensitively.

This policy covers all forms of bullying and covers the bullying of any member of our school community.

Aims

Our aims are to:

- Create a supportive inclusive school ethos where pupils feel safe, valued and respected and are encouraged to disclose and discuss incidences of bullying behaviour.
- Have respect for individuality and consideration of the needs and feelings of every pupil;
- Work collaboratively with pupils, parents, staff, external agencies and the wider community to address bullying and provide an environment where positive, healthy relationships can develop;
- Raise awareness of bullying as a form of unacceptable behaviour amongst the members of our community;
- Demonstrate to all members of the school community that behaviour recognised as bullying is taken seriously and will not be tolerated;
- Reassure parents that any concerns expressed will be treated seriously so that they feel confident that bullying will be dealt with firmly, positively and consistently;
- Ensure that procedures are in place for recording and reporting incidents of bullying and types of bullying behaviour on SIMs;
- Ensure that appropriate procedures are in place to assist members of staff investigating and positively dealing with bullying behaviour in a fair and consistent manner;
- Ensure that appropriate support and protection is provided for any pupil affected by bullying behaviour and for those involved in bullying behaviour;
- Apply sanctions, where necessary, to improve behaviour of those responsible for bullying behaviour.

Definition of bullying

Bullying is defined as an act of aggression causing embarrassment, pain or discomfort to someone. Bullying can be planned and organised or it may be unintentional. It may be perpetrated by an

individual or by a group. It may happen over a period of time or it may be an isolated incident. Incidents that occur in the home and wider community can spill into the school environment and equally can be carried into the wider community from school. Should relational conflict between peers continue and develop into bullying behaviour, the anti-bullying policy will be applied. Not all breakdowns in social relationships in school can be considered as bullying. It is important to reserve the term 'bullying' for the more serious examples given below.

Bullying is an intolerance of differences. This includes intolerance of:

- Sexual orientation
- Gender
- Race
- Religion
- Ability
- Disability

Bullying can take many forms but the main types are:

Physical bullying

This is where the person being bullied is hit, kicked, deliberately pushed or sexual assaulted. It may involve theft or damage to property. Not all theft or damage is bullying, but it is where the intention is to create fear and use power improperly.

Verbal bullying

This consists of name calling, offensive, sexual, racist or homophobic remarks and threatening language. It involves ridiculing another pupil's appearance, their way of speaking or their personal mannerisms.

Indirect bullying

This involves intimidation, isolation, writing on books, bags and walls or displaying literature or materials of a racist, sexist, homophobic or pornographic nature. It also involves teasing or spreading rumours about another pupil or his/ her family as well as excluding someone from social groups, being made the subject of malicious rumours.

Cyber-bullying

Cyber bullying takes place when a young person is targeted, humiliated or harassed using the Internet, interactive technologies or mobile phones. With the increasing use of social networking sites, such as Facebook, Twitter, You Tube, Snap Chat etc. Cyber bullying can occur in a variety of ways:

- Text message;
- Picture/video clip (via mobile phone cameras);
- Phone call;
- Chat-room;
- Instant messaging;
- Websites;
- Email.

Cyber bullying can continue after school hours. The increase in the use of smart mobile phones has also led to an increase of this form of bullying. Sending threatening or bullying messages is now deemed a criminal offence. In cyber bullying, bystanders can easily become perpetrators - by passing on or showing to others images or messages designed to humiliate. We will take every instance very seriously and work with the relevant agencies to stop it occurring.

Identity based bullying

It is important to recognise that bullying often occurs where there is a perceived difference between the bully and the victim, which can include disability, ability, race, gender, sexuality and faith.

- **Racist and Religious Bullying**

Racist and religious bullying is motivated by difference or perceived difference, between the bully and the target. The bullying may take many forms and be based on skin colour, dress, accent, cultural identity, way of life, stereotyping, religious observances or an inability to participate in certain activities. It is also unacceptable for pupils to use racist epithets, which may cause offence.

- **Homophobic or Transgender Bullying**

Homophobic and Transgender bullying is motivated by difference or perceived difference, between the bully and the target. The bullying may take many forms motivated by the perpetrator's ignorance, prejudice or fear, which can have a serious impact upon the target's quality of life. It can affect young people whether they identify as being Lesbian, Gay, Bisexual or Transgender or not.

Procedures for reporting an incident of bullying behaviour

All of the following have a role in the prevention of bullying:

- Pupils;
- Senior Leadership Team;
- CALs;
- CAMs;
- Tutors;
- Class Teachers;
- Support staff;
- Parents;
- Governors.

It is important that all reports of bullying are investigated and dealt with in order to promote an ethos of trust. A pupil should report bullying to a parent, teacher, CAM or CAL or member of the support staff. Depending on the nature of the reported incident, the form tutor or class teacher may deal with the incident, with any action taken recorded on SIMS (Schools Information Management System).

However, if a member of staff is unable to resolve the bullying issue the incident must be referred to the CAM. The CAM will follow up the incident and record the action taken, and contact parents. The CAM will then inform the Form Tutor and the member of staff who made the referral, of the action taken.

The CAM will inform the Deputy Head Teacher (Ethos & Wellbeing) of any further incidents that occur if the initial issue is unresolved. The CAM may also refer more serious incidents to the Deputy Head Teacher (Ethos & Wellbeing).

Parents/carers of victims and bullies will be informed of any incidents.

Some serious incidents may be linked to child protection and the child protection procedures will be followed.

The Head Teacher will report the incident logs to Governors on a termly and annual basis and to LA as required.

The following data should always be recorded on SIMs when an incident of bullying has been reported:

- Names and ages of perpetrators/victims/witnesses;
- Location/date/time incident occurred;
- When incident was reported and to whom it was reported;
- Details of incident;
- Type of incident;
- Ethnicity/gender of victim/perpetrator;
- Action taken;
- Support offered;
- Pattern of behaviour;
- When parents/guardians were informed
- Has incident been reported to an external agency (i.e. police, counselling service, anti-bullying team);
- Has incident been resolved? Has there been a restorative meeting?

Anti-bullying education in the curriculum

The school takes a positive approach to educating pupils and issues will be dealt with by raising awareness of the negative consequences of bullying e.g. in assemblies and during Anti-Bullying Week in November of each year.

PSE sessions, drop down days and subject schemes of work are used to discuss issues around diversity and draw out anti-bullying messages. These sessions also highlight issues related to the responsible use of technologies and e-safety as a strategy to prevent cyber bullying and help pupils deal confidently with any problems that might arise, whether in or out of school.

Pupils are engaged in the process of developing the school anti-bullying curriculum/policy through House Councils & School Parliament and an open and honest system of reporting bullying incidents is promoted.

Strategies for Investigating and Dealing with Bullying

It is important that all members of staff are aware that if a pupil reports an incident of bullying they should be impartial and listen to both sides of the argument. Staff should not ask leading questions to pupils regarding the incident and all reported incidents need to be taken seriously.

The following strategies are in place:

- Raising awareness to establish a school where bullying is not tolerated by using posters, leaflets and assemblies;
- Where to get help and support is highlighted during transition and at regular intervals during tutor time / PSE / Assemblies
- CAMs are available throughout the day from each Coleg to respond to any bullying issues immediately.
- The school works with specialist external agencies to offer a range of support and guidance to any individual affected by or involved in bullying;
- Changes of class or form may be considered in cases of bullying;
- Restorative approaches are implemented that hold pupils to account for their behaviour and engage with them to agree the actions to be taken to repair the harm caused;
- The school in partnership with the House Council and School Parliament will produce information to help pupils to cope with bullying, how to react to it if it occurs and how to avoid future incidents;
- If it is determined that bullying behaviour is serious or persistent sanctions will be applied. Sanctions are applied fairly, proportionately, consistently and reasonably, taking into account any additional educational needs or disabilities that pupils may have and taking into consideration the needs of vulnerable children;
- The school engages with parents promptly when issues of serious or persistent bullying come to light, whether their child is the victim or perpetrator;
- Any incident and action taken must be recorded on SIMS and followed up. All written accounts must be copied and uploaded to the victim and perpetrator's file on SIMS;
- Bullying Incidents will be monitored by the Deputy Head Teacher (Ethos & Wellbeing)

Bullying outside the school premises

The law empowers Head Teachers, to such extent as is reasonable, to regulate the behaviour of pupils when they are off school site and provides members of school staff with the opportunity to impose disciplinary penalties for inappropriate behaviour in line with the school's behaviour and anti-bullying policies. The school can deal with any behaviour in school, which may arise as a result of cyber bullying, but cannot be expected to investigate every online communication.

The school is not directly responsible for bullying off-site. However, the school will aim to support parents/carers, as well as victims, as much as possible. Where a pupil reports offsite bullying the school may:

- Talk to the local police;
- Talk to other Head Teachers if their pupils are involved;
- Talk to Cardiff Against Bullying and other relevant external agencies
- Invite parents to discuss the situation in school.

Bullying behaviour outside of school is a criminal offence and the police may take action.

Monitoring and review

The school acknowledges that bullying occurs in every school. However, the school operates a zero tolerance towards bullying and pupils should trust in members of staff to deal appropriately with

incidents as they arise. The response to an incident will be discussed with the pupil so that they feel that they are part of the process. This will reduce the fear that some pupils have that telling sometimes makes things worse. We will ensure that pupils are involved and aware of next steps so that this concern can be reduced.

All incidents are recorded on the Behaviour Management System in SIMS. A clear system to record incidents of bullying is in place so that analysis of patterns, numbers of pupils involved, types of bullying, location or time can inform policy and practice. Data determines what links need to be made with agencies, assists in the identification of gaps in provision of services, highlights training needs and ensures that relevant support are put in place for pupils and staff at school.

There will be an annual opportunity for pupils to identify areas of concern in and around the school. The findings will be shared with the Coleg Councils & School Parliament for discussion and suggestion of strategies to address concerns. Pupil Leaders of the School Parliament will present their report to the Head Teacher.

Guidance for members of staff

All members of staff have a duty to ensure that the anti-bullying policy is carried out and that the school is a safe place for our pupils and staff. All members of staff will:

- Demonstrate by example the high standards of personal and social behaviour we expect of our pupils;
- Foster in our pupils self- esteem, self-respect and respect of others;
- Instil in our pupils that they should not suffer in silence but have the courage to speak out about bullying behaviour to put an end to their own suffering and that of other potential targets;
- Be alert to signs of distress and other possible indications of bullying;

If a pupil is being bullied, or an incident is reported to you, you should:

- Deal with observed incidents of bullying promptly and fairly in accordance with agreed procedures;
- Listen to a child who reports an incident of bullying or who has been bullied, take what they say seriously and act to support and protect them;
- Remain impartial and listen to the pupil, do not ask leading questions regarding the incident simply listen to their concerns;
- Offer support by making clear to the victim that the school will take their concerns seriously and the matter will be investigated;
- Where possible, you should empower the victim by asking them how they would like the incident dealt with;
- Report the incident by email to the relevant CAM

The CAM will:

- Take all incidents of bullying seriously;
- Provide the victim with the opportunity to give information about the incident seeking their view about the action to take to resolve the situation;
- Provide the perpetrator with an opportunity to talk about the experience and to have a say in any further support they require e.g. conflict avoidance support;

- Seek the victim's view on preferred action when it is appropriate;
- Use restorative approaches in some cases e.g. circle sessions or mediation, which may be the most effective approach to resolve bullying incidents, which empowers the victim;
- Keep a record of the pupil interviews and record the incident on the Behaviour Management System on SIMS;
- Where bullying has taken place, reassure the victim that it is not his/her fault, they were right to report it, that all bullies are responsible for their own actions and the consequences that follow;
- Use SIMS to generate a bullying report to identify previous incidents - victim and perpetrator;
- Give support to victims such as the development of assertive behaviour to avoid further problems; Support the perpetrators to address personal issues that may have led to the bullying behaviour;
- Recognise that further monitoring may be required to reduce the incidents of bullying;
- Impose sanctions that are commensurate with the incident and previous record of the perpetrator;
- Use school sanctions in line with the school's behaviour policy;
- Follow up any complaint by a parent about bullying and report back promptly and fully on the action that has been taken.

Guidance for pupils

Every individual has a duty of care for him/herself and a responsibility to take action to safeguard him/her from bullying opportunities. Remember:

- No one has the right to make you feel unhappy within the school;
- The school values you and you must value yourself;
- Tell someone about the problems you are having.

We expect our pupils to:

- Refrain from becoming involved in any kind of bullying behaviour;
- Intervene to protect the pupil who is being bullied, unless it is unsafe to do so, seeking the support of a member of staff if necessary;
- Report to a member of staff any witnessed or suspected instances of bullying to promote the ethos that bullying will not be tolerated and should be reported and to help prevent further instances;
- Provide a written statement as a witness to an incident of bullying with the understanding that their statement will be treated sensitively providing them with any necessary support.

If you feel you are being bullied, in school, you can tell any member of staff you feel confident with. For example, your:

- Class Teacher
- Tutor;
- CAM;
- CAL;
- CP Officer;
- Support staff

The school will do all it can to support victims and deal effectively with the behaviour of the bullies. Remember, if you do not report incidents you only increase the power of the bully. Maybe they need help too.

Guidance for parents/carers

We ask parents/carers to support their child and the school by:

- Encouraging your child to talk to you about their life at school;
- Informing the school of any suspected bullying, even if your child is not involved;
- Being vigilant for signs of distress or unusual behaviour in your child, which might be evidence of bullying;
- Discuss relational disagreements between peers and how it can be resolved;
- Explain the difference between relational disagreements and bullying which will enable your child to deal more effectively with relational conflict;
- Advising their child to report any bullying to a member of staff they trust or know well and explain the importance of speaking out and the implications if they do not i.e. bullying behaviour will continue unchecked and may affect others;
- Being sympathetic and supportive towards your child, reassuring them that the matter will be dealt with sensitively;
- Reporting the incident to the school should the child not feel able to report it by contacting your child's Tutor or CAM. The school will inform you of the outcome of the investigation;
- Being as sure as you can of the facts when you report the matter. This will enable us to investigate the incident quickly and efficiently;
- Understanding that the school may need time to investigate and address the reported bullying behaviour and fully support the school in dealing with the bullying;
- Working with the school to develop ways to support your child;
- Cooperating with the school if their child is accused of bullying and try to ascertain the truth;
- Supporting the school in reinforcing the implications of bullying, both for those who are bullied and for the bullies themselves;
- Monitoring your child's use of the Internet and mobile phone at home - particularly the use of Social Media and messaging services and assisting your child to keep safe online. Advice is available from www.ceop.gov.uk, www.thinkuknow.co.uk/parents and www.getnetwise.org;
- Discussing the risks with your child regarding how to use email, text, social networking sites and search facilities safely;
- Saving any offensive electronic message and report it to the phone company or website provider and block the sender;
- Considering consulting the Police using the non-emergency contact number 101;
- Seeking advice from the following agencies www.cardiffagainstbullying.co.uk, www.ceop.gov.uk, www.nspcc.org.uk, the school website. A useful book is Cyber-Safe Kids, Cyber-Savvy Teens by Nancy E Willard;

If your child is responsible for bullying:

- Do not ignore it;
- Speak to your child in a calm and measured manner;

- Conversations should concentrate on the behaviour and an awareness of how the behaviour affects others should be fully discussed;
- Make it clear that such behaviour is unacceptable both inside and outside of school;
- Work with the school to develop ways to change the behaviour;

Parents have a responsibility to make their child aware that persistent or serious incidents of bullying could result in police involvement, which may result in a police investigation.

Signature Sheet

Date Approved by Full Governing Body	May 2016
Signed on behalf of Full Governing Body	
Name (Chair of Governors)	Mrs Barbara Cooke
Date	May 2016
Date of next review	May 2017