

# ANTI-BULLYING POLICY



Statutory

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## Contents

|   |                                     |
|---|-------------------------------------|
| Introduction.....   | 3                                   |
| Aims .....  | 3                                   |
| Definition .....  | 3                                   |
| Responsibilities.....   | 3                                   |
| 1. The Governing Body .....                                   | 3                                   |
| 2. The Headteacher .....                                      | 4                                   |
| 3. Pastoral Leaders (Year 7 Manager/ Key Stage Managers)..... | <b>Error! Bookmark not defined.</b> |
| 4. All Other Staff.....                                       | 4                                   |
| 5. Pupils .....   | 4                                   |
| Dealing with Incidents .....                                  | 4                                   |

## Introduction

At Cams Hill School staff and governors believe that all pupils have a right to learn in a supportive, caring and safe environment. We work hard to foster good relationships within the school and want all pupils to be free from the fear of being bullied.

This means that **every allegation** of bullying will be treated seriously. Bullying which happens outside school but spills over into school, such as cyber-bullying, will also be treated seriously. Pupils who incite others to physical or verbal bullying will, themselves, be treated as bullies.

The Department for Education's advice for parents and carers on cyberbullying can be found via the link below.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/444865/Advice\\_for\\_parents\\_on\\_cyberbullying.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/444865/Advice_for_parents_on_cyberbullying.pdf)

This policy links to the following policies:

- Good Behaviour Policy;
- Equality and Diversity Policy;
- Safeguarding Policy;
- Child Protection Policy;
- E-Safety Policy.

## Aims

- To address, reduce and eliminate all forms of bullying in school and in school activities.
- To promote and improve an understanding and recognition in staff, parents and pupils of the signs of bullying.
- To promote a clear and unambiguous anti-bullying ethos including promotion of the need to speak out.
- To support and protect the pupils involved.

## Definition

Bullying is defined as deliberately hurtful behaviour, repeated over a period of time, where it is difficult for those being bullied to defend themselves. The four main types of bullying are:

- physical (hitting, kicking, stealing);
- verbal (name-calling, racist remarks, making threats of violence, sexual and homophobic remarks). This may be by mobile phone or over the internet;
- indirect (spreading rumours, excluding someone from a social group);
- cyber (use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature).

## Responsibilities

### 1. The Governing Body

Governors monitor the effectiveness of the policy and of anti-bullying strategies through reports from the Headteacher and liaise with Senior Leaders and other staff over individual cases as necessary.

## 2. The Headteacher

The Headteacher has a duty under the School Standards and Framework Act (1998) to draw up procedures to prevent bullying among pupils. At Cams Hill School the Headteacher:

- ensures that staff have an opportunity to develop, review and monitor policy and strategy;
- ensures that the policy is well-publicised to parents, pupils and staff;
- ensures that all staff (including governors) have access to appropriate training;
- reports on bullying to governors;
- nominates a member of the Senior Leadership Team to have overall responsibility for the management of matters relating to bullying.

## 3. Heads of Year/Assistant Heads of Year/Inclusion Manager

Senior care, guidance and support staff are responsible for the day to day management of bullying incidents and ensuring that policy is followed. They keep records and make contact with parents when necessary. They may delegate the management of minor incidents of bullying to the form teacher. They also ensure that all incidents of bullying are recorded on the "Pupil Bullying Incident" form so that bullying can be monitored. This paperwork is kept by the Assistant Head of Year 11.

## 4. All Other Staff

All adults working at the school have a responsibility to know the policy and procedures. All staff should look out for possible problems, even when they are not reported directly. Pupils who are being bullied may show behaviour changes, eg becoming shy and nervous, feigning illness or showing lack of concentration. Staff should always take allegations of bullying seriously and follow procedures in order to address the problem. They should always report such incidents.

All teaching staff, and teaching assistants, should endeavour to raise awareness of the anti-bullying policy as opportunities arise through the curriculum and through the formal delivery of the Personal Development Learning and Citizenship (PDL) curriculum.

## 5. Pupils

All pupils are encouraged to take a proactive approach to bullying. For example, they should report incidents they witness which cause concern, and encourage friends to report incidents.

## Dealing with Incidents

Although ALL allegations of bullying are treated seriously it is, first of all, important to distinguish between bullying as defined here and single acts of unkindness or 'friendship problems' that tend to arise from time to time.

The incident should be talked through with the member of staff or the parent to whom the report has been made. The pupil should be reassured that something will be done. It may be appropriate, at this stage, to ask the pupil to keep a log over the next few days recording the date, time, and nature of the incident and the presence of any witnesses. This will help to establish exactly what is happening. It may, of course, be obvious that there is a clear case of bullying in which case more proactive action is followed.

In the former case it is vital to follow up the initial report with the pupil a few days later.

If it is clear that bullying is taking place this must be reported to the appropriate person:

- pupils and/or parents should report their concerns to their form teacher in the first instance. A written statement should be taken;
- form teachers and other staff may deal with the incident themselves, following procedures, or take advice from care, guidance and support staff;
- in more serious, or repeated, incidents the Head of Year, I-Centre staff or a member of the Senior Leadership Team may become directly involved.

IT IS IMPORTANT THAT WHOEVER DEALS WITH THE PROBLEM ACTS AS QUICKLY AS POSSIBLE.

The form of the investigation, once the initial allegations have been made, should be based on the following guide:

- initial discussions with the alleged offender should provide an opportunity for a full review of the circumstances;
- if there is a confession the bully should be praised for their honesty and given an opportunity to talk about how the situation should have been handled. If there is no confession, even after further probing questioning, the member of staff should take a view. At this stage statements should be taken from all involved.

In reality these discussions can be complex and emotional. For this reason only general guidelines are given here. Staff are encouraged to seek advice at all stages.

The offender should know that staff will now be monitoring the situation closely and that, should there be a repeat of the bullying (particularly towards the same victim), a serious action may follow.

- If the victim is willing, it may be appropriate to bring the pupils together for apologies and assurances and to allow a new start. Sometimes the victim may wish to 'withdraw charges' as long as the bullying stops. In some circumstances this can be a good tactic.
- It should be made clear to those involved what conclusions have been reached and what actions have been/will be taken.
- The parents of all parties should be informed by means of a brief formal letter (checked by a senior leader) in almost all cases (take advice).
- Full records should be kept on the files of both pupils through the Head of Year. Details should be forwarded to the Assistant Head of Year.
- Where more serious issues come to light involving damage, injury or theft senior staff should be informed. It may be necessary to involve the Police and/or the Designated Safeguarding Lead (DSL). It may be necessary for the school to arrange counselling.
- Although bullying in itself is not a specific criminal offence in the UK, it is important to bear in mind that some types of harassing or threatening behaviour - or communications - could be a criminal offence, for example under the Protection from Harassment Act 1997, the Malicious Communications Act 1988, the Communications Act 2003, and the Public Order Act 1986.