



## **Governing Body of Walney School**

### **ANTI-BULLYING POLICY**

Statement as to where and to whom this policy is available

<b>School Staff Responsible for Maintaining this Policy:</b>	<b>Mr D Cubiss</b>
<b>Governing Body Committee Responsible for Approving this Policy:</b>	<b>Full Governors</b>
<b>Date Approved:</b>	<b>May 2018</b>
<b>Review Cycle Length:</b>	<b>12 months</b>
<b>Next due for Review:</b>	<b>May 2019</b>

**Signed (Chair of Committee):** \_\_\_\_\_

## **STATEMENT OF PRINCIPLE**

Walney School seeks to provide a safe, secure and positive environment where all young people can achieve their potential; making full use of the opportunities available to them and have the right to be treated with respect – free from intimidation. Walney School seeks to protect these basic human rights by ensuring that:

- We are proactive in operating a range of preventative measures
- We actively listen to our students and their parents/carers (where appropriate)
- We act appropriately on their behalf.

## **OUR COMMITMENT IS TO:**

- Ensure that students are aware of the anti-bullying policy: to enlist their support and raise their awareness in lessons and around the school through posters and assemblies. Our view is that it is essential that Student Voice activities inform our work.
- Seek to develop the student culture of active discouragement of bullying, viewing the reporting of incidents as taking responsible action.
- Encourage students to talk openly to staff about their concerns, reassuring them that they will always be listened to and kept safe.
- Ensure that the whole school community works together towards shared goals on this issue.
- Ensure that staff are vigilant and alert to the possibility of bullying taking place, e.g. via pastoral team meetings, emails to staff, bulletins and making sure that CPD opportunities are readily available to all staff.
- Ensure high levels of supervision during unstructured times.
- Ensure that good communication is maintained when monitoring and managing bullying.
- Ensure that effective communication with parents, students and between pastoral and curriculum staff is maintained.
- Whilst on duty: ensure that staff are prompt to their post, students are in allocated areas/rooms and that a positive presence is maintained at all times. If staff are have a planned absence they will arrange to swap duties – this will be monitored by the Logistics Manager.
- Ensure that teachers model non-bullying behaviour. Methods of teaching and control do not endorse bullying tactics.
- Ensure that there is an emphasis on positive expectations of student behaviour.
- Ensure that staff are on time for lessons and well prepared.

- Ensure that if students or parents report bullying, the report is listened to, taken seriously and appropriate investigations are made with appropriate action strategies put into place.
- Following investigations, the outcome is made known to the students involved and their parents/carers; the situation continues to be monitored closely.
- Ensure that staff moving around the school regularly check the toilets, staircases and corridors and discourage students from congregating in these areas.

## **BULLYING: WALNEY SCHOOL'S VALUES AND BELIEFS**

All students and staff have the right to feel happy, safe and included.

Students and staff have the right to work in an environment without harassment, intimidation or fear.

All bullying, of any kind, is therefore unacceptable.

Students who experience bullying will be supported.

We recognise the effects that bullying can have on students' feelings of worth and their school work. The school will actively promote an anti-bullying environment.

## **OUR INTENTIONS IN PRODUCING THIS POLICY ARE:**

To express our belief that all students should be included fully in the life of the school.

To provide a learning environment free from any threat or fear, which is conducive to the achievement of individual aspirations.

To reduce and to eradicate wherever possible, instances in which pupils are subject to any form of bullying.

To respond effectively to all instances of bullying that are reported to us.

To establish a means of dealing with bullying and of providing support to students who have been bullied.

To provide support for students who are accused of bullying, who may be displaying unacceptable behaviours or are experiencing problems of their own.

To ensure that all students and staff have a full working knowledge of the policy and that they fulfil their obligations to it.

To meet any legal obligations which rest with the school.

## **OUR DEFINITION OF BULLYING**

What is bullying?

“Behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally.” *Department for Children, Schools and Families (2007), Safe to Learn*

“The repetitive, intentional hurting of one person by another, where the relationship involves and imbalance of power. Bullying can be carried out physically, verbally, emotionally or through cyberspace.”

Bullying is therefore:

- Deliberately hurtful
- Repeated, often over a period of time
- Difficult for victims to defend themselves against

It can take many forms, but the main types are:

- Physical – hitting, kicking, taking another’s belongings
- Verbal – name calling, insulting, making offensive remarks
- Indirect – spreading nasty stories about someone, exclusion from social groups, being made the subject of malicious rumours, sending malicious emails or text messages on mobile phones, inappropriate comments on social network sites.

Some forms of bullying are attacks not only on the individual, but also on the group to which he or she may belong. Within school we will pay particular attention to:

- Racial harassment and racist bullying
- Bullying due to students’ religious beliefs
- Sexual bullying
- Bullying because of students’ sexual orientation (including the use of homophobic language)
- Bullying of students who have special educational needs or disabilities.

## **CREATING AN ANTI-BULLYING CLIMATE IN SCHOOL**

Walney School’s behaviour policy explains how we promote positive behaviour in school to create an environment where students: behave well, take responsibility for each other’s emotional and social well-being and include and support each other.

In reality, there are many different types of bullying and our staff will respond to each case differently. At all times, the emphasis will be on:

- Respecting the feelings and fears of the victim and their family.
- Taking all allegations seriously.
- Carrying out thorough investigations which are sensitive to the needs of the situation.
- Maintaining discretion and not putting students at any greater emotional risk.
- Being as open and honest as possible about the outcomes that have been reached without breaching student confidentiality.
- Offering support where it is needed.

It should be recognised that whilst we will do everything within our power to successfully investigate and deal with bullying incidents, there are times where it may be one student's word against another. In these cases, we will endeavour to be as just and fair as we possibly can be and will ensure that situations are closely monitored.

## **PREVENTION**

We use a range of methods in helping students to prevent bullying. These include:

- Bullying Awareness Week: Year group focus on the types and impact of bullying.
- Increased focus through PSHE and the wider curriculum: discrete units within KS3 BPE and Citizenship on Bullying and Conflict Resolution.
- Regular assemblies about bullying and anti-social behaviours that can affect the well-being of other students.
- Student involvement in Peer Mentoring
- Developing a culture whereby students feel that they can report incidents to their Form Tutor, Head of Year or Inclusion Staff.
- The use of Senior Students to support younger students.

Our curriculum is used to:

- Raise awareness of bullying and our anti-bullying policy.
- Increase understanding for victims and help build anti-bullying ethos.
- To teach pupils how to manage their relationships constructively with others.

Bullying will not be tolerated and we make this clear in the information we give to students and parents when they join our school and throughout their education at Walney School.

We will use school assemblies and collective worship to reinforce this message.

Information about our policy and the telephone numbers for helplines are included in students' planners.

Posters on the school noticeboards, in form rooms and in classrooms will be used to remind students that bullying is not acceptable and to tell them what to do if they are bullied.

We will advertise our anti-bullying policy on the school website.

We will provide written guidance to all of our students to explain what they should do if they are being bullied, or if they see another students being bullied.

We will provide regular training for teachers and non-teaching staff (including midday supervisors) on spotting the signs of bullying and how to respond to it.

## **SIGNS AND SYMPTOMS**

We will work very hard to ensure that any student being bullied, will have the confidence to tell a parent, friend or member of the school teaching/support staff.

We know that in some cases, students may try to keep quiet about what they are experiencing. These students may exhibit certain behaviours that could provide a sign that things are not right. These include:

- A sudden desire not to go to school, perhaps making excuses and claiming illness.
- Fear over a certain aspect of school life, for example walking to or from school.
- Changes in usual routine.
- Appearing generally anxious, withdrawn or lacking in confidence.
- Greater or less interest in school work.
- Asking for money; possessions going missing.
- Changes in eating or sleep patterns at home.
- Becoming unreasonable, aggressive or attention seeking at home.
- Unexplained physical marks.

If parents are concerned that there is an unexplained change in their child's behaviour, happiness or general well-being, they should make contact with the school via the form teacher and/or Head of Year who will investigate further and undertake appropriate action/support.

## **RESPONDING TO INCIDENTS WHEN THEY OCCUR**

Students who have been bullied, should report this to their Form Tutor, Head of Year or an adult with whom they feel comfortable to talk.

A 'Worry Box' is located in the library and students can also email: [helpline@walney.cumbria.sch.uk](mailto:helpline@walney.cumbria.sch.uk) which allow students to report bullying. Both of these are regularly checked by a member of staff and passed to the appropriate Head of Year.

Students who see others being bullied should report this to their form tutor

Members of staff who receive reports that a student has been bullied should report this directly to the appropriate Head of Year.

Reports of bullying will be recorded by the Head of Year on the school bullying proforma.

Where bullying is of a racist nature, we will report this to the Local Education Authority using the Racial Incident Report Form.

All reports will be taken seriously and will be followed up.

Work with students who have been bullied or who are instigating bullying, could involve some or all of the following:

- We will provide support to students who are bullied. They will be reassured that they do not deserve to be bullied and this is not their fault. We will assure them that it was right to report the incident.
- We will encourage students to talk about how they feel.
- We will try to ascertain the extent of the problem.
- We will engage them in making choices about how the matter may be resolved.
- We will try to ensure that they feel safe.
- We will discuss strategies for being safe and staying safe.
- We will ask them to report immediately any further incidents to us.
- We will affirm that bullying can be stopped and that our school will persist with intervention until it does.
- We will involve their friends/older students in peer support/buddying schemes/Restorative Practice.
- We will interview the student(s) involved in bullying separately.
- We will listen to their version of events.
- We will talk to anyone else who may have witnessed the bullying.
- We will reinforce the message that bullying is unacceptable and that we expect bullying to stop. We will seek a commitment to this end.
- We will affirm that it is right for students to let us know when they are being bullied.
- We will adopt a joint problem solving approach where this is appropriate and ask the students involved to help us to find solutions to the problem. This will encourage students involved to take responsibility for the emotional and social needs of others.
- We will consider sanctions in line with Walney School's Behaviour Policy.
- We will advise students responsible for bullying that we will be checking to ensure that bullying stops. We will ensure that those involved know that we have done so.
- When bullying occurs, we will contact the parents of students involved at an early stage.
- We will keep records of incidents that we become aware of and how we responded to them.
- We will follow up after incidents to check that bullying has not started again. We will do this within 2 weeks and then again within the following half term.
- We will also work with students who have been involved in bullying others to ascertain the support that they themselves need.

Written guidance on bullying for teaching and non-teaching staff is provided in the Staff Handbook.

### **WHEN TOUGHER MEASURES ARE NEEDED**

If necessary, Walney School will invoke the full range of sanctions that are detailed in our Behaviour Policy. These include:

- Removal from the group.
- Withdrawal of break and lunchtime privileges.
- Detention.
- Withholding participation in school events that are not an essential part of the curriculum.
- Internal exclusion.
- Fixed term and permanent exclusions from school

### **OUR RESPONSIBILITIES**

Everyone within Walney School is expected to:

- Act in a respectful and supportive way towards one another.
- Adhere to and promote the objectives of this policy.

Students are expected to:

- Report all incidences of bullying.
- Report suspected incidents that victims may be afraid to report.
- Support each other and to seek help to ensure that everyone feels safe and nobody feels excluded or afraid in school.
- Refrain from engaging in bullying behaviour.

Parents can help by:

- Supporting our anti-bullying policy and procedures.
- Encouraging their children to be positive members of the school community.
- Discussing with their child's Form Tutor/Head of Year any concerns that their child may be experiencing bullying or involvement in some other way.
- Helping to establish an anti-bullying culture outside of school.

### **BULLYING OUTSIDE THE SCHOOL PREMISES**

Schools are not directly responsible for the bullying that occurs off the premises, but we know that bullying can occur outside the school gates and on the way to and from school. The bullying may be done by students from our own school, students from other schools or



by people who are not in school at all. Where a student or a parent tells us of bullying off the school premises, we will:

- Talk to students about how to avoid or handle bullying outside of school.
- Talk to the Headteacher of another school whose students are involved in bullying.
- Talk to the transport company about bullying on buses.
- Talk to the police.

## **EVALUATING OUR POLICY**

It is important that the policy is evaluated.

We will evaluate our anti-bullying policy through statistical analysis using the following measures:

- The number of incidents reported to staff over a given period of time.
- Students' perceptions of bullying in school through structured discussions in class time.
- Students' perceptions of the scale of bullying through periodic questionnaires.
- Feedback from parents.
- The number of days of absence which are thought to arise as a consequence of bullying. We will investigate patterns of absence to ensure that children are not taking unnecessary days off school due to fear of being bullied.
- Comments made by visitors and other people connected with the school.

## **CONSULTATION PROCESS**

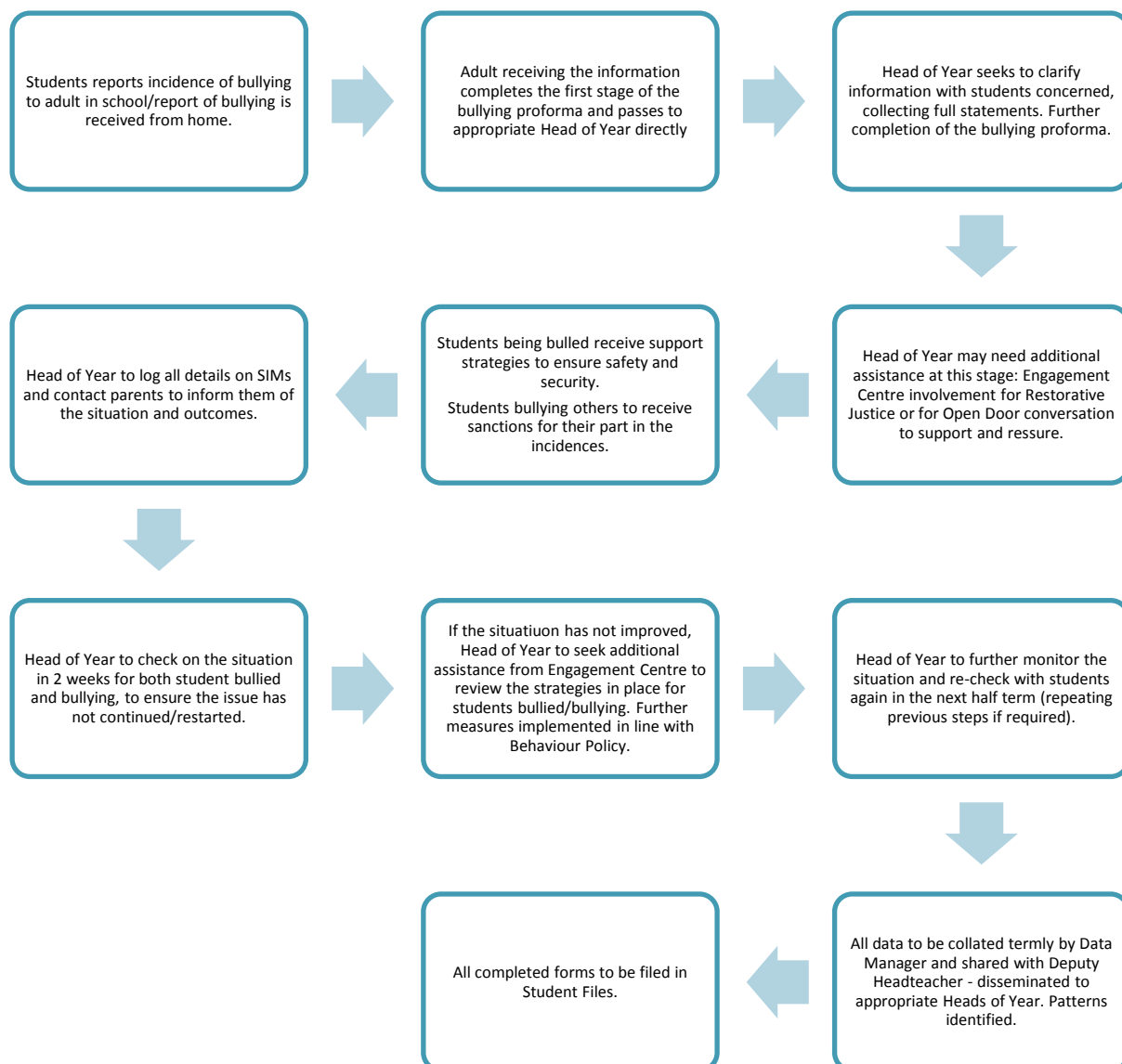
We aim to consult with all stakeholders to ensure that they can say what they think and feel. These include:

- Students
- School staff – teaching and support staff
- Parents/Carers
- Governors

The School Council will provide feedback on our draft policy so the information is accessible and easy to understand for all students. The draft policy also forms the basis for discussion at our multi-agency meetings ensuring feedback from wider stakeholders.

It is also presented for staff consultation via the school website. The draft policy is presented to a Governors' meeting and feedback is received from all governors, including parent governors. The draft policy is placed on the school website and comments are requested.

# **BULLYING FLOW CHART**



## **BULLYING REPORT PROFORMA**

<b>Name of Student/Form:</b>		
<b>Date:</b>		<b>1<sup>st</sup> Contact Adult:</b>
<b>Statements attached? YES/NO</b>		<b>Name(s) of students bullying:</b>
<b>Type of Bullying:</b>		
<b>Physical</b>		<b>Brief account of incident:</b>
<b>Emotional</b>		
<b>Cyber</b>		
<b>Racist</b>		
<b>Homophobic</b>		<b>Head of Year additional info:</b>

Actions for Victim			Actions for Bully		
Conversation	Eng Ctr	Restorative	Conversation	Restorative	Report
Log Book	Open Door	Buddy	Detention	RFI	Parents inf
Parents inf	Staff inform	Other	Staff Inf	Eng Ctr	Other


<b>Follow-up details (dates of checking &amp; info from mtgs)</b>




**COMPLETED BY HOY** \_\_\_\_\_ **SIGNED OFF ON** \_\_\_\_\_

BEING BULLIED? HERE'S WHAT TO DO...


Speak to an adult at home or in school (your Tutor, Head of Year or Class Teacher).




The incident will be shared with your Head of Year, who will investigate this with you and those who are involved. You will complete a statement and the Bullying Proforma together.



You will be offered support by your Head of Year or by another adult in school to ensure your safety and security, with strategies to remedy the situation. Your parents will be informed to allow them to support you at home.



Your Head of Year will check in with you in 2 weeks and in the next half term to make sure that the problems have been remedied.



Problem is solved - you feel happier in school, bullying is no longer occurring. If the issue continues, your Head of Year will intervene again with the bullies and increase sanctions according to our Behaviour Policy.