

# Anti-Bullying Policy 2019

## Introduction

At CHS we take our duty to provide a safe and harmonious environment for all young people both in school and when travelling to and from school very seriously. Bullying must not go unnoticed; it must be identified, challenged, and positive steps must be taken to support our policy of zero tolerance. Victims will be supported fully and perpetrators will be made to face the consequences of their actions.

Bullying is a series of persistent, deliberate acts, done to cause distress. Any pushing, hitting, kicking, threatening, extortion, teasing or name calling, which happens often enough to make a student feel hurt, frightened, sad or lonely, is bullying.

We have always regarded bullying whether verbal, physical or cyber as a serious offence. We may not, however, always be aware of when bullying is happening and we would always ask parents to be especially alert and to share concerns with us immediately that there is any suspicion of bullying occurring. Any reported incident will always be investigated and dealt with firmly, involving the parents of offenders as a matter of course.

## Definition

- 'Bullying is regular verbal or physical abuse that makes an individual feel uncomfortable or intimidated.'
- Verbal bullying is any name calling, comments, teasing, swearing, remarks or threats targeted at an individual that cause upset.
- Physical bullying is any hits, pushing, punching, tripping, pinching or invasion of personal space that causes upset.
- Cyber bullying is any name-calling, comments, teasing, remarks or threats targeted at an individual with the intent of upsetting them which are delivered through mobile phones or computers.

## In tackling bullying we should accept that:

- Bullying is repeated behaviour not just individual incidences.
- Other pupils support the bully by their silence.
- There is no such excuse as 'just a joke' or 'banter'.
- It is easier to identify physical and cyber bullying although verbal bullying can be worse.
- In response we should support the victim, impose sanctions on the bully and seek to support the bully in abandoning bullying behaviour.

## What does bullying look like, feel like, sound like?

### Bullying is any behaviour by an individual or group that:

- Cause hurt to the person or people doing the bullying know what they are doing and mean to do it.
- Happens more than once - there will be a pattern of behaviour, not just a 'one-off' incident.
- Involves an imbalance of power - the person being bullied will usually find it very hard to defend themselves.

It can be:

- Physical, e.g. kicking, hitting, taking and damaging belongings.
- Verbal, e.g. name calling, taunting, threats, offensive/personal remarks.
- Relational, e.g. spreading nasty stories, gossiping, excluding from social groups
- Cyber, e.g. e-mails, picture/video clip bullying, Instant Messaging (IM)

- Indirect, e.g. graffiti, defacing of property, display of pornographic, class, disability, homophobic, racist or sexist material.

## Who bullies?

Anyone has the capacity to bully. There are no completely reliable predisposition diagnoses. However, those who perceive themselves as low status within a community, institution or group may use bullying in an attempt to artificially boost their status. Self-esteem is therefore a key factor in whether someone bullies or not. This puts equal opportunities and inclusion at the centre of all anti-bullying work in schools.

## Who is bullied?

Anyone can be bullied – young person, parent/carer/guardian, staff member or volunteer. People who suffer bullying are often perceived by others to be different. Sometimes the perceived difference is individual to that person – shyness, physical appearance, clothing and possessions, accent, perceived inappropriate behaviour.

Frequently the perceived difference comes from assigning an individual to a group. Such bullying would then be designated as class, disability, homophobic, racist, religious or sexist.

People can be assigned or be a member of more than one group.

## Signs of bullying:

- Poor performance
- Recurring illness
- Frequent absence
- Lowered self-esteem
- Change in personality
- Lack of confidence
- Isolated

## Signs of the bully:

- Misuse of authority/power
- Domineering behaviour
- Inhibits discussion/exchange of views
- Claim to be always right
- Creates atmosphere of fear
- Overly critical of others
- Demeans others to enhance own position
- Refuses to accept criticism

## Reporting bullying

There are a number of ways in which incidents of bullying can be reported. Pupils should use whichever method they feel most comfortable with.

- Pupils should report bullying immediately to any member of staff that they feel comfortable to speak to. This might be the school chaplain, form tutor, YLL, SLT or subject teacher.
- Pupils can report incidents via The SHARP System (Student Help Advice Reporting Page System) which allows young people to report any incidents which occur within the school and local community anonymously and without fear. Aside from the reporting tool SHARP delivers educational content to raise awareness on a wide range of subjects including: Bullying, Health, Community Issues, Weapons and Hate Crime. The link can be found on the school website, Firefly and will be advertised to pupils via form time and assemblies.
- Incidents can be reported to one of our trained Anti-Bullying Ambassadors who will pass all information on to the relevant YLL.
- Pupils can report bullying by writing down details on a piece of paper about what has happened and placing it in the sign posted Concern located at the "crossroads", opposite the Library. This can be either for themselves or to report bullying that they have witnessed. This is picked up by the YLL's and School Chaplain daily and then investigated in line with the school Action Against Bullying protocol.
- Pupils are also encouraged to report bullying to parents or other trusted adults who can then inform school by contacting the relevant YLL.

## Responding to reports about bullying

### School

#### The school will take the following steps when dealing with concerns about bullying:

- If bullying is suspected or reported, it will be dealt with immediately by the member of staff who has been made aware of it.
- A clear account of the concern will be recorded on CPOMS as a bullying incident, this will automatically alert the Safeguarding team..
- The investigating member of staff will interview everyone involved and keep a detailed record. This will be held in line with the school's data protection policy/practice.
- Form Tutors will be kept informed and if it persists, either the Form Tutor/Year Leader of Learning will advise the appropriate subject staff.
- Parents and other relevant adults will be kept informed.
- Where bullying occurs outside school, any other relevant schools or agencies will be informed and advice/support obtained.
- Punitive measures will be used in line with our Behaviour For Learning Policy.
- School also uses the practice of Restorative Justice. Pastoral staff are trained to successfully re-integrate students and rebuild relationships.

#### Pupils who have been bullied will typically be supported by:

- Offering an immediate opportunity to discuss the experience with a member of staff of their choice.
- Providing reassurance that the bullying will be addressed.
- Offering continuous support.
- Restoring self-esteem and confidence.
- The use of specialist interventions and/or referrals to other agencies e.g. educational psychology, where appropriate.
- Help and advice on how to remove online material.
- Parents contacted by phone, letter, email or in person.

Pupils who bully will be supported by:

- Discussing what happened.
- Discovering why the pupil became involved.
- Establishing the wrongdoing and need to change.
- Informing parents to help change the attitude of the pupil.
- The use of special interventions and/or referrals to other agencies where appropriate.

The following general disciplinary steps can be taken:

- Official warnings to cease offending
- Detention
- Exclusion from certain areas of the school premises
- Confiscation of mobile phones, in line with our Acceptable use (internet safety) policy
- Internal exclusion
- Short term step-out to another school
- Minor fixed term exclusion
- Major fixed term exclusion
- Permanent exclusion
- Group or 1 to 1 Restorative Justice work to explain the negative effects of bullying to the perpetrators and their cohort
- Moving class or tutor group

Typical actions for students who choose to bully others -

## **First time**

1. Offender sent to their Year Leader of Learning or member of SLT.
2. Verbal warning to students involved.
3. Support offered to the student who has been bullied.
4. Both sets of parents informed.
5. With the victim's consent bring the offender and victim face to face so the offender can understand the effects of their action (RJ).
6. Appropriate sanction issued to offender e.g. 1 day internal Exclusion, Headteacher's detention.
7. Incident recorded as the appropriate type of bullying on CPOMS.
8. Victim to report to Form Tutor/YLL/SLT to ensure no bullying has continued, e.g. every day, then every week, once a month.

## **Second time**

1. Offender sent to YLL/SLT.
2. YLL/SLT to see parents.
3. Appropriate sanction issued e.g. 1 day Internal Exclusion, Fixed Term Exclusion.

4. Offender is set targets and must complete formal work with the Trinity team.
5. Incident recorded as the appropriate type of bullying on CPOMS.
6. Support offered to the student who has been bullied.
7. Victim to report to Form Tutor/YLL/SLT to ensure no bullying has continued, e.g. every day, then every week, once a month.

## Third time

1. Offender to be seen by Assistant Headteacher (Pastoral) with their parents.
2. Appropriate sanction issued e.g. Fixed Term Exclusion and possible Governor' Panel meeting with the understanding that failure to stop bullying could lead to Permanent Exclusion.
3. Offender to have free time monitored.
4. Incident recorded as the appropriate type of bullying on CPOMS.
5. Offender is set targets and must complete formal work with the Trinity team.
6. Support offered to the student who has been bullied.
7. Victim to report to Form Tutor/YLL/SLT to ensure no bullying has continued, e.g. every day, then every week, once a month.

## Parents

- Most concerns about bullying will be resolved through discussion between home and school. However, where a parent feels their concerns have not been resolved, they are encouraged to use the formal Complaints Procedure.
- Where a pupil is involved in bullying others outside school, i.e. in the street or through the use of internet at home, parents will be asked to work with the school in addressing their child's behaviour, for example, restricting/monitoring their use of the internet or mobile phone.
- Referral of the family to external support agencies will be made where appropriate.
- Parents are encouraged to report incidents of bullying by contacting school or via the SHARP System.

## Preventative measures

The school will:

- Raise awareness of the nature of bullying through inclusion in PSHE, registration time, assemblies, outside organization performances, subject areas and informal discussion, as appropriate, in an attempt to eradicate such behaviour.
- Give care and support to create and maintain a safe learning environment where all pupils feel safe, secure and valued and know they will be listened to and taken seriously in line with the school ethos.
- Participate in local and national initiatives such as Anti-bullying Week .
- Seek to develop links with the wider community that will support inclusive and anti- bullying education.
- Raise awareness and promote activities and ideas through the School Communication Team, Anti-Bullying Ambassadors and the school website.
- Student Anti-Bullying Ambassadors will be trained to support pupils and act as a point of contact for pupils in reporting incidents of bullying.
- Staff will raise awareness about who the Anti-Bullying Ambassadors are and their role.

- The school will conduct regular anonymized pupil questionnaires on bullying throughout the school year and take appropriate actions as required.
- Form Tutors and YLL's, in particular, will be vigilant and has regular conversations with pupils.

## Purpose

- To ensure that students, staff, parents and Governors understand the school's approach to bullying
- To promote a general awareness about bullying and to enforce the idea that it will not be tolerated
- To create a framework for students to speak out against bullying and not to be fearful of the consequences
- To reassure parents that bullying will be dealt with in a caring, firm and professional manner
- To provide students with the skills and strategies necessary to deal with bullies.
- This policy reflects our active commitment to promote and safeguard the welfare of pupils at our school. We believe that children have a fundamental right to feel safe and protected. We aim to provide a secure, caring environment, highly skilled and aware staff and a curriculum which promotes self-esteem, nurtures well-being and empowers children to protect themselves.

## Relationship to other policies

This policy is cross-referenced to the following policies: behaviour, child protection, ICT/E safety, complaints, health and safety, home-school agreement, recruitment and retention of staff, PSHCE, staff discipline and whistle blowing.

## Policy Details

- We encourage all adults in school, students and parents to have a collective responsibility in the prevention of bullying.
- Whenever an incident of bullying is reported to or witnessed by a member of staff, the incident will be treated seriously and will be acted upon.
- All information relating to an incident of bullying will be logged on CPOMS, referred to the Safeguarding team and passed to the YLL. However, all staff should be prepared to support a student who seeks help regarding an incident of bullying.
- All staff must report any bullying they witness or suspect by recording an incident on CPOMS or report to the YLL, via email, so that action can be taken.
- Anti-Bullying Ambassadors will immediately report any incidents of bullying to the relevant YLL.
- Bullying will be discussed during Citizenship/PSHE activities and assemblies to help students understand bullying and its implications. Form Tutors will ensure that students are aware of the school's bullying policy and will make reference to it regularly. In addition, all staff should make clear to students the school's stance on bullying and the importance of respecting one another.

## Roles and responsibilities of the Headteacher, other staff, governors

The Headteacher will be responsible for ensuring that this policy is implemented and will:

- Ensure the agreed definition of bullying (including cyber bullying) and sanctions will appear in the school prospectus and the staff handbook.
- Ensure that anti-bullying procedures in the staff handbook are followed by pastoral staff and the school senior leadership team.
- Establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to.

- Ensure that pastoral staff have had appropriate training to deal with this.
- Ensure that children are aware of what constitutes bullying and what they should do if they feel vulnerable.
- Ensure arrangements are in place for supporting victims of bullying.
- Ensure that the appropriate guidance and support is provided for those guilty of bullying behaviour.
- Have in place a policy and procedures for dealing with allegations of bullying against members of staff.
- Ensure that all staff and volunteers know how to raise concerns about poor or unsafe practice and address such concerns sensitively and effectively (whistle blowing policy).

**The staff will:**

- Follow the procedures set out in the staff handbook when dealing with incidents of bullying (including cyber-bullying).
- Liaise with the Headteacher to inform her of any ongoing issues or trends.
- Ensure accurate records are kept on CPOMS and add action taken.
- Implement guidance and support for victims of bullying and those guilty of bullying behaviour.

## **Arrangements for monitoring and evaluation**

The Headteacher will arrange for the policy and procedures to be reviewed annually ahead of the prospectus and staff handbook being published.