

Anti-Bullying Policy

Llanishen High School

This document contains the specific policy and associated information relating to monitoring, reporting, recording and dealing with bullying of pupils at Llanishen High School.

Responsible staff member: Mrs J E Pearce
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ANTI-BULLYING POLICY

RATIONALE

Every member of the school community is entitled to come to school knowing that they will be free from humiliation, oppression and abuse. All members of the school community are responsible for ensuring that it is caring and protective. Parents are entitled to feel that their children are free from threat or harm. This school is a place where every person has the right to be themselves and to be included in a safe and happy environment. Everyone at our school is equal and should be treated with respect.

AIMS

- To promote an environment where it is regarded as normal and healthy to tell someone about bullying
- To reassure parents that any concerns they express are treated seriously
- To demonstrate to all members of the school community that bullying behaviour is taken seriously and is not tolerated
- To work with pupils, parents, staff and external agencies to address bullying and promote a caring and protective ethos in our school
- To ensure that procedures are in place for recording and reporting incidents of bullying behaviour
- To ensure that appropriate procedures are in place to assist staff to investigate and deal with bullying behaviour in a fair and consistent manner
- To ensure that appropriate support and protection is provided for any pupil who is a victim of bullying- behaviour or witnesses such behaviour
- To ensure that appropriate support is given to any perpetrator of bullying so that they can recognise the impact of their behaviour and address it
- To enable parents to feel confident that bullying is dealt with firmly, positively and consistently

1. DEFINITION OF BULLYING

Bullying is aggressive, hurtful or unkind behaviour which is deliberate and repeated. Bullying can be carried out by an individual or a group of people towards another individual or group, where the bully or bullies hold more power than those being bullied.

Bullying can be:

- **Physical bullying** – such as hitting or physically intimidating someone, or using inappropriate or unwanted physical contact.
- **Attacking property** – such as damaging, stealing or hiding a person's possessions
- **Verbal bullying** - such as name calling, using derogatory or offensive language , threatening someone, insulting someone, making offensive remarks, using offensive names when addressing someone, or ridiculing someone's appearance, way of speaking or personal mannerisms
- **Indirect bullying** – teasing or spreading malicious rumours about someone or their family, excluding someone from social groups, sending malicious e-mails or text messages on mobile phones
- **Psychological bullying**- such as deliberately excluding or ignoring people
- **Cyber-bullying** – such as using text, e mail or other social- media to write hurtful things about someone, or to share pictures of someone without their permission in order to embarrass, humiliate or hurt them. Cyber-bullying and misusing technology (internet or mobile phones) is a growing form of bullying in all school communities. Cyber-bullying can be difficult to trace and can continue outside school, however we take every instance very seriously and work with relevant partners to stop it.

Bullying can be based on any of the following things:

- Race (racist bullying)
- Religion or belief
- Culture or class
- Gender (sexist bullying)
- Sexual orientation (homophobic or biphobic bullying)
- Gender identity (transphobic bullying)
- Special Educational Needs (SEN) or Disability
- Appearance or health conditions
- Home or other personal situations
- Relationship to another vulnerable group of people
- Age

2. REPORTING BULLYING

Bullying can only be stopped and the problems it creates dealt with if it is reported. Silence gives the bully the confidence to carry on. A pupil who is the victim of bullying or witnesses bullying should report it to a parent, teacher, Buddy, friend or member of the school support staff.

- Report to a class teacher, form teacher, Year Team Leader or any other teacher
- Report to a Buddy or peer Mentor - they can be found in the Mentor Room in the Geography Block at break and lunch times
- Report to other school staff such as the Youth Mentor (Ms Raffour), the attendance officer (Mrs Allwood), the school counsellor (Mrs Bezant), pupil reception staff (Mrs Evans and Mrs Taylor) or any of the teaching assistants.

Report bullying by:

- ⤴ Talking to one of the people described above
- ⤴ Posting concerns anonymously in one of the 'Bully Boxes' situated in each block of the school
- ⤴ By e mail to a member of staff
- ⤴ On line to Cardiff Against Bullying
- ⤴ By phone to Childline on 0800 1111

Reporting roles and responsibilities:

Pupils: Pupils should not take part in any kind of bullying and should watch out for signs of bullying amongst their peers. They should never be bystanders to incidents of bullying and should intervene to protect the pupil who is being bullied, unless it is unsafe to do so, seeking the support of Buddies or a member of staff if necessary.

If pupils witness bullying they should support the victim, encourage them to report the bullying and if possible accompany them to tell a trusted adult. They should provide a written witness statement on the understanding that their statement will be treated sensitively and they will receive any support they need.

If a pupil who is a victim or a witness feels unable to speak to someone they should report the bullying incident anonymously via a school Bully Box.

Parents and carers : Parents and carers should look out for signs of bullying such as distress, lack of concentration, feigning illness or other unusual behaviour by their child. Parents should monitor their child's use of the internet and particularly the use of social media and messaging services, Parents and carers should tell their children not to retaliate and support and encourage them to

report the bullying. Parents and carers can themselves report bullying to the school either in person or by phoning or e mailing the school office or a member of staff. (School phone number 02920 680800, school e mail admin@llanishen.cardiff.sch.uk)

Parents should understand that the school may need time to investigate and address the reported bullying behaviour and should fully support the school in dealing with the bullying.

Parents should co-operate with the school if their child is accused of bullying.

Staff: All school staff, teaching and non-teaching, have a duty to report bullying, to be vigilant for the signs of bullying and to play an active role in the school's efforts to prevent bullying. If staff become aware of bullying, they should reassure the victim(s) involved and inform their Year Team Leader or their Form Tutor.

Staff should listen to a child who reports an incident of bullying, take what they say seriously and act to support and protect them. Staff should follow up any complaint by a parent about bullying and report back promptly and fully on the action which has been taken. Observed incidents of bullying should be dealt with promptly and fairly in accordance with agreed procedures.

Senior Staff: The headteacher and the Senior Leadership Team have overall responsibility for ensuring that this Anti-Bullying policy is followed by all members of staff and that the school fulfills its duty to promote the safety and well-being of all its young people.

Governors: The governing body condemns any bullying behaviour in school and will ensure that any incidents of bullying are taken very seriously, and dealt with appropriately. The governing body supports the actions of the school staff and of the pupils to eliminate bullying from the school.

3. RESPONDING TO BULLYING

A pupil who has been bullied is supported by

- having their concerns listened to
- restorative work with the bully where appropriate
- a Buddy or a peer Mentor to be with them during registration or to shadow them at break-time or lunchtime.
- an adult mentor or a named member of staff

- having the opportunity to share his/ her feelings and worries and receive reassurance and any further support that may be necessary
- referral to the School Counsellor
- involving outside agencies e.g. Cardiff Against Bullying who can offer further support to the pupil

When bullying has been reported, the following actions are taken by the member of staff dealing with the incident.

- Investigation of the incident by interviewing separately the victim, any witnesses and the bully
- Obtaining an apology from the bully to their victim where appropriate
- Considering possible sanctions against the bully which can include a verbal warning from the Form Tutor or Year Team Leader, loss of privileges (e.g. trips or clubs), a comment recorded on SIMS, a School Detention or in more serious cases a period in the Internal Exclusion Room, isolation or a fixed term exclusion.
- Involving Buddies in liaising with the victim and possibly the bully
- If a pupil persists in bullying behaviour, informing their parents (done by the Year Team Leader or a member of the Senior Leadership Team).
- Reassuring the parents of the pupil experiencing bullying behaviour that the matter is being addressed
- Recording the bullying on an incident report form found on in the BESD folder on the staff shared area of the website and sending this together with any statements, to the Year Team Leader (YTL) for the pupil who had been bullied and to the YTL of the person doing the bullying, copying in the Assistant Headteacher Inclusion (Mrs Pearce).
- Logging the incident onto SIMS indicating the type of bullying involved. These records are used to analyse the types and frequency of bullying incidents and identify any whole school action needed.

The Assistant Head, YTLs and the Restorative Team will monitor and analyse incident reporting forms and information recorded on SIMS and produce a termly summary for the head teacher to report to Governors.

Victims of bullying can be supported by their Year Team Leader, their Form Tutor, Behaviour Base staff, a peer mentor or through the Restorative Process.

Staff will engage with the bully to help them recognise the unacceptability of their behaviour and to change it. This may involve support from their Year Team Leader or their Form Tutor, Behaviour Base staff, a peer mentor or through the Restorative Process.

Staff will assess whether the parents and carers of the bully need to be involved. Staff will also assess whether other agencies such as police, social services or the local authority need to be involved, particularly where bullying takes place outside school.

4. BULLYING OUTSIDE OF SCHOOL

Bullying is unacceptable and is not tolerated, whether it takes place inside or outside school. Bullying can take place on the way to school, before or after school hours, at the weekends, during the holidays or in the wider community. The nature of cyber bullying in particular, means that it can impact on pupils well-being beyond the school day. Staff, parents, carers and pupils must be vigilant in identifying bullying outside school and report it and respond to it in line with their responsibilities as set out in this policy.

5. DEROGATORY LANGUAGE

Derogatory or offensive language is not acceptable and is not tolerated. Such language can relate to any of the characteristics listed in the definition of bullying in section 1. Use of derogatory language is always challenged by staff, recorded and monitored on SIMS and appropriate sanctions applied.

6. PREJUDICE-BASED INCIDENTS

A prejudice-based incident is

- a one-off incident of unkind or hurtful behaviour
- motivated by a prejudice or negative attitudes, beliefs or views and
- directed at an individual who has a protected characteristic under equality legislation or at a minority group.

It can target an individual or a group of people and have a significant impact on them. All prejudice based incidents are taken seriously and recorded on SIMS along with the actions taken in response. These records are used to analyse the type and frequency of prejudiced based incidents and to inform targeted intervention.

7. SCHOOL INITIATIVES TO PREVENT AND TACKLE BULLYING

We use a range of measures to prevent and tackle bullying including:

- Developing a culture of Restorative Action
- A Personal and Social Education programme of study that includes opportunities for pupils to understand different types of bullying and what they can do to prevent and respond to bullying
- Tutor time which provides opportunities for pupils to discuss issues that may arise
- Year Group Assemblies which raise awareness of the implications of bullying for both the victim and the perpetrator
- Maintaining the theme of positive co-existence as a regular feature of Assemblies and 'Thoughts for the Week' shared during form time
- Promoting the Buddies team each year
- Running activities and Assemblies during Anti-Bullying week every November
- Conducting anti-bullying surveys of each year group as part of the Listening to Learners programme
- A Year 7 unit of work on an anti-bullying theme that includes a study of this anti-bullying policy
- Joint PSE/ ICT work on raising awareness of Internet Safety which addresses the responsible use of technologies and e-safety so as to combat cyber-bullying and help pupils deal confidently with any problems that arise.
- Including a pupil friendly version of this policy in the student planner covering advice on what to do if you are being bullied and who to go to for help
- Continuing to support pupils in their transition from Year 6 to Year 7 by providing 'Induction Days', by liaising closely with primary colleagues and through visits by members of the Buddies team to each feeder primary school to talk to Year 6 pupils in small groups.

RELATED POLICIES

This policy should be read in conjunction with the following policies which are available on the school website:

Child Protection Policy
Internet and E-Safety Policy
Behaviour Policy
Equality Policy Statement
Complaints Policy