


TEIGN SCHOOL

BULLYING PREVENTION POLICY

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- Behaviour Policy
- Exclusion Policy

TEIGN SCHOOL

BULLYING PREVENTION POLICY

*This policy aims to promote the right of everyone to feel secure and safe in school, and for children to feel protected from bullying at Teign School.
It should be read in conjunction with the School's Behaviour Policy*

1. DEFINITIONS OF BULLYING

1.1 There are many definitions of bullying, but we consider it to be:

- deliberately hurtful (including aggression)
- repeated often over a period of time
- difficult for victims to defend themselves against
- consists of incidents victims feel they cannot deal with alone

1.2 Bullying can take many forms, but four main types are:

- physical (hitting, kicking) verbal (name calling, insulting, making offensive remarks) Name-calling is the most common direct form. This may be because of individual characteristics, ethnic origin, nationality or colour; sexual orientation, or some form of disability. (Bullying: Don't Suffer In Silence.DfEE 2000)
- indirect (spreading unpleasant stories about someone either orally, in writing or electronically, exclusion from social groups, being made the subject of malicious rumours, taking belongings etc.)
- offensive behaviour.
- Cyber: all areas of internet, such as email and internet chat room misuse. Mobile threats by text messaging and calls. Misuse of associated technology, i.e. camera and video facilities. Cyber bullying differs from other forms of bullying in that it can take place at any time and can invade previously safe places such as the home. The audience can be very large and reached very quickly. The perpetrator may never be in the same physical space as their target and may attempt to remain anonymous. Many cyber bullying incidents can themselves act as evidence and it is important that in all settings staff, pupils and parents know how to deal with incidents (Please see E-Safety Policy).

2. RATIONALE

2.1 Everyone has the basic right to freedom from pain, humiliation and fear.

2.2 Bullying adversely affects the atmosphere of a class or the climate of the school.

- 2.3 The School has a responsibility to create a secure and safe environment for children in their care so that parents may hand their children over in the confident knowledge that they will be protected from bullying.

3. AIMS

The aims of this policy are:

- 3.1 to demonstrate for pupils and staff that bullying is unacceptable;
- 3.2 to encourage an environment where achievement is celebrated, independence is recognised and individuals can flourish without fear;
- 3.3 to maintain the principle that every pupil has the right to be safe and happy in school and to be protected when he/she is feeling vulnerable;
- 3.4 to instill confidence and self-belief in pupils, enabling high expectations and achievement;
- 3.5 to promote the consideration of others as a core value of the school.

4. PROCEDURES:

It is important to recognise that whilst there is no single way to deal with bullying, each instance must be dealt with promptly and effectively. As a general rule the following procedures should be followed:

- 4.1 Staff should:
 - 4.1.1 use procedures under the school's Behaviour Policy;
 - 4.1.2 assure the pupil that their concerns will be dealt with seriously. If time cannot be found immediately, make an appointment to see the pupil later;
 - 4.1.3 establish the facts and identity of the bully (bullies);
 - 4.1.4 interview both the bullied and the bully at appropriate and convenient time;
 - 4.1.5 should where possible record incidents of bullying on CPOMS to allow for notification, tracking and reporting. Alternatively, staff should keep a written record of the incident, share information as appropriate with colleagues and ensure a copy of the written record is passed to the Pastoral Assistant;

4.1.6 ensure that appropriate action is taken as a result of the incident. This may include:-

- an apology, either written or verbal;
- a meeting between the bullied and bully;
- appropriate sanction within the school's disciplinary procedure and/or providing mentor support;
- informing parents of the incident;
- inform tutor/Head of Year;
- in appropriate cases, the matter should immediately be brought to the attention of a Senior Staff member.

(See Appendix A: Working with Pupils who are being bullied and Appendix B: Guidelines for investigating incidents of bullying)

4.2 Pupils should:-

4.2.1 tell a member of staff if they are being bullied, or if they know someone else is, or

4.2.2 Use the 'Report Bullying' function on Epraise to report your concerns. These messages are regularly monitored by the Pastoral Team and then sent directly to tutors or Heads of Year.

4.3 Parents should:-

4.3.1 inform the Pastoral Team or tutor if they suspect bullying may be occurring;

4.3.2 reassure your child that the school will deal with the issue sensitively but firmly;

4.3.3 work with the school towards resolving the difficulties which exist outside school.

4.4 Bullying outside of school

4.4.1 Clearly bullying is not merely confined to school and may take place in situations outside the school's control. As members of the community we all have a responsibility to work to prevent bullying and to take action if we see it occurring.

4.4.2 If parents or pupils are concerned about bullying outside the school we would ask them to do the following:

- Notify the school of your concerns, particularly your child's Head of Year. Incidents outside school can often spill over into school time and we would appreciate any information that may help us. We may be unable to act but we can offer advice, or
- Contact the relevant authorities outside school if you feel the situation merits it.

(further advice can be found in appendix B: Advice to Parents)

- 4.4.3 School buses can be places where bullying occurs. The school has a clear expectation that pupils behave responsibly and considerately on the buses and bullying will not be tolerated. Devon Transport require all pupils using the buses to sign the behaviour code agreement and the school will assist Devon Transport in enforcing this.
- 4.4.4 Sixth Form students are on most buses and are asked to monitor and support the younger students.
- 4.4.5 Staff monitor the loading and disembarkation of buses each morning and afternoon. If pupils or parents have concerns about bullying they can speak to staff at these points.
- 4.4.6 Any concerns about bullying on the buses can be reported to reception by any parent or pupil and will be passed to the appropriate member of staff and/or Devon Transport.
- 4.4.7 Pupils or parents may also contact the school if they have any concerns regarding bullying or behaviour on the buses, or contact Devon Transport direct.

5. CONSEQUENCES

Appropriate responses should be carried out in line with the School's Behaviour Policy and Procedures. Pupils are expected to record their perspective on a Bullying Prevention Incident Sheet and a restorative session will be undertaken if appropriate.

- 5.1 Depending on circumstances, consequences might include the use of sanctions in line with the School's Behaviour Policy and Exclusion Policy.

6. INTERVENTION STRATEGIES

- 6.1 Pupils who have been bullied should be supported by:
 - 6.1.1 being offered an opportunity to discuss the experience with a member of the Pastoral Team, their Tutor or other member of staff;
 - 6.1.2 reassurance;
 - 6.1.3 continued monitoring of situation;
 - 6.1.4 guidance on how to prevent and manage situations
- 6.2 Pupils who have bullied should be helped to cease behaviour of this kind by:
 - 6.2.1 discussing what happened and the effects on others;

- 6.2.2 discovering why the pupil became involved;
 - 6.2.3 establishing the wrong doing and need to change;
 - 6.2.4 informing parents to help change the attitude of the pupil;
 - 6.2.5 being offered support to deal with the inappropriate behavior;
 - 6.2.6 understanding the consequences of continued bullying;
 - 6.2.7 referral to anger management/counseling (where appropriate)
- 6.3 Within the curriculum, the School will raise the awareness of the nature of bullying through inclusion in PSHE, mentoring times, assemblies and subject areas, as appropriate, in an attempt to ensure awareness of the School's Bullying Prevention Policy and to attempt to fulfill the aims outlined in this document.

7. MONITORING

- 7.1 Monitoring will be carried out termly by the Assistant Headteachers and the Heads of Year using the data gathered from CPOMS.

8. EVALUATION

This should be undertaken by:-

- 8.1 using data from monitoring and feedback from staff, parents, pupils and Governors, the Policy will be reviewed and updated bi-annually;
- 8.2 evaluation to be co-ordinated by the Assistant Headteacher and a report prepared for termly Governors' meetings.

9. APPENDICES

- Appendix A: Working with pupils who are being bullied
- Appendix B: Bullying - Guidelines for investigating bullying
- Appendix C: Bullying: Advice to-Pupils, Parents, Staff
- Appendix D: Teign School Pupil Statement

Working with Pupils who are being bullied

For a pupil to discuss incidents of this nature he or she must feel great confidence in the adult concerned. Ideally such discussion will take place in a private space and be given adequate time. In every circumstance teachers will wish to be seen to listen carefully and accept what pupils say in a calm and non-judgmental manner. Frequently children who are victims of bullying have a low self-esteem and lack confidence. One way of redressing this is to make clear the ability of the teacher to listen and then to demonstrate that the individual concerned is being respected and is worthy of attention. It is important to make clear that you may need to inform another member of staff about the situation. At the end of a discussion the pupil must know that the teacher is concerned that the bullying has happened and that help will be forthcoming.

The pupil should be given access to a member of staff with whom they can discuss any further problems. Usually this will be the tutor, Head of Year or member of SLT, but it may be appropriate to ask the pupil if there is a particular member of staff to whom they feel they could speak, whilst making clear it may not always be possible to accommodate this. In due course it may be necessary to work with a pupil and/or parents on strategies that will help to safeguard against further incidents.

Do not minimise the "crime" of bullying - assault is an offence, harassment is an offence. In appropriate cases and in consultation with victim and parents, the Assistant Headteacher may refer to the Police Youth Affairs Officer.

Such strategies might include:

- Helping the individual to return to the group in which they have been bullied, for example, charring meetings between victim and bully.
- Enabling the pupil to express feeling about being bullied and fears about the future.
- Considering with the pupil whether aspects of their own behaviour might be inviting a bullying response from others. Work with the pupil to identify 'triggers'.
- The School will ensure that there is easily accessible "bullying prevention literature" within the school.
- The appropriate bullying forms are available to all staff.
- Incidents of "racial abuse" are reported to the appropriate "anti-discriminatory" organisation" and forms will be completed.
- Helping pupils to deal with private feelings, such as those of shame, humiliation or fear.

- Working with the pupil to find the most important aspect of the problem, offering support or where available appropriate places in which to spend leisure time.
- Assisting the pupil to participate in activities.
- Help the individual develop positive attitudes to their own performance.
- Be aware that 72% of "Young Carers" have experienced bullying. Being a Child Looked After (CLA), personal hygiene and educational needs may all be factors for the bully.
- Use of school counsellor

Bullying - Guidelines for Investigating Bullying

- If you can't deal with it straight away, make an appointment with the pupils concerned and deal with it as soon as possible. If you judge the situation to be serious, contact the Pastoral Assistant and involve a senior member of staff.
- Get the facts before you act.
- Confirm those facts with a neutral party, if possible.
- Check out the background with Tutor or Head of Year.
- Interview pupils singly and minimise the risk of collusion.
- Ask pupils to produce a written account of events. This will provide a record to refer to when investigating and provides reflection time.
- Recognise that getting to the truth takes time and persistence.
- If in doubt, get a second opinion from a colleague.
- Make early contact with parents (of bully and victim) unless victim makes a strong and well-reasoned case to the contrary.
- Enforce appropriate sanction.
- Arrange for the victim to receive support.
- Record incident on Bullying Report Form and pass to the Pastoral Assistant.
- Inform the Tutor and Head of Year of pupils concerned.
- Communicate outcomes and action to parents and to teachers on a 'need to know' basis.
- Ensure that the situation is monitored for at least 4 weeks after which a brief review should be held. Take appropriate action, if any.

Bullying - Advice to Pupils

- Tell someone early and nip it in the bud, prevention is better than cure.
- Tell someone else.
- Support a friend in need.
- Seek advice from the Peer Mentoring Team.
- Use the 'Report Bullying' function on Epraise to report your concerns. These messages are regularly monitored by the Pastoral Team and then sent directly to tutors or Heads of Year.
- Don't leave your personal belongings unattended; this can often lead to problems.
- Stick with your friends, this makes bullying more difficult. Stay away from places where you know trouble can happen.
- If you suffer problems on a school bus where you can't get away, seek help from the bus Prefects. If that doesn't work, speak to your tutor who may decide to alert your Head of Year or an Assistant Headteacher to the problem.
- Trust those people who deal with bullying: they will offer immediate support.

Bullying - Advice to Parents

- If you suspect your child is being bullied, ask him / her.
- Recognise that it often takes courage for a child to admit they are being bullied.
- They will almost always have tried already to deal with the problems themselves.
- Listen carefully to him/her and find out what's going on.
- Take what he/she tells you seriously.
- Contact the Pastoral Assistant at the School. They will then speak to the appropriate member of staff (usually the tutor or Head of Year).
- Encourage your child to use the 'Report Bullying' function on Epraise to report your concerns. These messages are regularly monitored by the Pastoral Team and then sent directly to tutors or Heads of Year.

- Work with the School to solve the problem: we cannot succeed if we work independently.
- Help your child develop strategies to avoid situations where bullying may occur
- Don't hope it will go away, the sooner you act and contact the school, the sooner the problem can be addressed.

Bullying - Advice to Staff

- Take any report of bullying seriously.
- Be prompt to class, and prompt to duty. Bullying usually occurs during unsupervised time.
- Don't leave your class unless it's an emergency.
- Always be on the look-out for behaviour which points to bullying, eg unexpected silence, that look, bags out of place, pupils where they 'shouldn't be', torn/spoiled clothing, whispering, tripping / kicking, poor attendance etc.
- Record all incidents of bullying on CPOMS.



TEIGN SCHOOL PUPIL STATEMENT

Appendix D

What happened?

How did it make you feel?

What did you do?

Who has been affected by what you did?

What do you think needs to happen to make things right?

Name: _____

Signed: _____

Date: _____