

## **LES QUENNEVAIS SCHOOL ANTI-BULLYING POLICY**

<b>Date of initial policy</b>	<b>January 2020</b>	<b>Date of next review</b>	<b>January 2023</b>
<b>Reviewed</b>	<b>January 2021</b>		
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### **Statement of Intent**

Our Core Professional Purpose is to create a community where people have the emotional intelligence to be aware of the impact that their own actions and behaviour can have on others and therefore they act in a respectful and supportive way towards one another.

The Anti Bullying Policy, in line with school based policies at Les Quennevais School, follows and embraces a Solution Orientated Approach which aims to focus thinking and working on solutions rather than problems.

We are aiming to develop an awareness and culture of personal accountability where all individuals take responsibility for each other's emotional and social well-being- where they include and support one another as a community. We endeavour to promote an environment and culture where all members can feel safe to grow and learn. Developing the emotional health and wellbeing of students requires that we have systems in place and a clear policy which is owned, understood and implemented by the whole community.

We feel strongly that developing positive relationships is the key to developing emotionally healthy students.

### **Aims of this Policy:**

This policy aims to ensure that all those connected with the school are protected from bullying behaviour. The ongoing and long-term aim of the policy is to reduce the number of students who experience bullying through increasing awareness of this behaviour, its causes and consequences in the students, staff, parents and carers who make up the school community, and to help students find and put into practice a series of solutions to the problem of bullying. The policy also aims to ensure that individual cases of bullying will be dealt with consistently and in a constructive and fair manner when they occur. Procedures for dealing with bullying are clearly set out so that all members of the school community know what they can expect from the school and what the school expects of them, with regard to bullying.

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## What is Bullying?

Bullying is “behaviour by an individual or group, repeated over time, that intentionally hurts others either physically or emotionally”. It is an unprovoked and sustained campaign of aggression towards someone.

(Ref: NSPCC Safeguarding in Education Service 2013-14)

### Different types of bullying include:

**Physical** – hitting, kicking, spitting, tripping someone up, stealing/damaging someone’s belongings, etc.

**Verbal** – name-calling, insulting a person’s family, threats of physical violence, spreading rumours, constantly putting a person down.

**Emotional/psychological** – excluding someone from a group, humiliation.

**Racist** – insulting language/gestures based on a person’s actual or perceived ethnic origin or faith, name-calling, graffiti, racially motivated violence.

**Sexual** – sexually insulting language/gestures, name-calling, graffiti, unwanted physical contact. **Homophobic** – insulting language/gestures based on a person’s actual or perceived sexuality, name-calling, graffiti, homophobic violence.

**Electronic** – bullying by text message, bullying on the internet (in chat rooms, on bulletin boards and through instant messaging services), hate websites.

Bullying is the abuse of power by one person over another. All the types of behaviour listed above are unacceptable and will not be tolerated at this school. will be thoroughly investigated

### How we handle bullying at ... School

- When bullying is reported it will be taken seriously.
- Staff will work with the young person who is being bullied to help them feel safe and find responses to bullying that work.
  - Staff will work with the young person or people who are bullying to change the bullying behaviour.
- Wherever possible, staff will work with the parents/carers of any student who is being bullied to support and encourage that student in finding solutions to the bullying.
- Wherever possible, staff will work with the parents/carers of any student who is bullying to support and encourage that student in finding alternatives to the bullying behaviour.
- Staff may involve staff from outside agencies (eg Educational Psychology, CAMHS, Youth Service in supporting students who are experiencing bullying or who are bullying.
- Suspending students from school is a last resort. If particularly serious victimisation, abuse and intimidation, or physical bullying against any other person belonging to the school community is reported, those students who carried out the bullying may have to be suspended from school activities while it is investigated and solutions are sought.

### Standing up to bullying behaviour

**All students play an important part in keeping Les Quennevais a safe and friendly environment.**

This school is committed to stopping bullying behaviour and to do this we need everybody's help. Here are the things that every member of the school community can expect from the school and the things that are expected from each member:

### **All students**

All of us find ourselves in vulnerable positions sometimes, e.g. when we start a new school/job/subject, if we are having problems at home, etc. As part of the school community, you have a responsibility to help combat bullying by supporting other students when they are vulnerable. Don't gang up against another student in a vulnerable position; try to help him/her feel less vulnerable. Don't join in with making fun of them, even if you don't feel able to challenge the bullying behaviour yourself. And don't turn a blind eye to bullying and victimisation.

Here's what to do if you know that another student is being bullied (this could be a friend that you know really well, someone in one of your classes, or someone that you just see around the school and have never even spoken to; and the bullying could be happening at school, or on the way to and from school):

- Let a member of staff know about the bullying. You can do this in lots of different ways
  - Find a quiet moment to speak to a member of staff.
  - Fill out a bullying report form available from your Head of Year

After class can be a good time to approach teachers. You can always pretend that you need help with some work if you are worried that other students might hear you ask the teacher for a private word.

When you let staff know about bullying you can expect what you say to be taken seriously and that action will be taken to stop the bullying behaviour. If you are ever worried for your own or another student's physical safety (including if you are afraid that a pupil may harm himself/herself), do not hesitate to tell a member of staff so that they can take immediate action to keep the pupil safe with the help of other staff at the school, parents/carers and the police and ambulance service if necessary.

### **Students who are being bullied**

If you are being bullied, you can expect that:

- You will be listened to and taken seriously.
- Action will be taken to help you to stop the bullying.
- You will be involved in the process of deciding what action to take to help stop the bullying and any worries that you may have will be listened to and respected.
- You will be given the opportunity to talk about the way that the bullying has made you feel and to find strategies to deal with these feelings and to understand and cope with bullying behaviour. This means:
  - Your Form tutor, Head of Year and Head of Guidance will be told about your situation so that they can help to support you.
  - You will be given the chance to work with them to find strategies to deal with bullying and to talk about any feelings and worries that you may have.
  - You will be offered the chance to talk with the school counsellor as well.
  - Your form teacher will ask to let your parent(s)/carer(s) know what is going on, and to offer them the chance to help support you too.
  - You will have regular meetings with staff to make sure that the action taken to stop the bullying is really working and that you are happy with how things are going.

– If you ever fear for your physical safety, staff will take immediate action to keep you safe with the help of their colleagues at the school, parents/carers and outside agencies like the police and ambulance service if necessary.

### **Students who are bullying**

Bullying behaviour has no place at this school. If you are involved in bullying, you can expect that:

- Your bullying behaviour will be challenged.
- You will be treated fairly.
- You will be given the opportunity to change your behaviour and encouraged and supported in doing so. This means:
  - You will be expected to work with staff to look at the reasons that you have been bullying and to find and put into practice other ways of behaving.
  - You will be offered the chance to work with the school counsellor who can help you to stop bullying.
  - Your form teacher will ask to let your parent(s)/carer(s) know what is going on and to offer them the chance to help support you in changing your behaviour
  - You will have regular meetings with staff to review your behaviour
  - If you don't work at changing your behaviour then staff will have to take more serious action, e.g. possibly suspending you from school activities. At this point the school will have no choice but to involve your parent/carers.
- Our priority is to make this school a safe and positive place for the whole school community. If you take part in a serious campaign of victimisation, abuse and intimidation, or episode of physical bullying against any other person belonging to the school community, you will be instantly suspended from coming to school whilst the behaviour is investigated and you may well be excluded.

### **Stay safe when online: Adhere to the School's E-Safety Policy**

- Check your digital footprint.
- Complete an online reputation checklist (Search yourself online; Check privacy settings; Think before you post; Deactivate and delete social networking profiles or websites so it is no longer searchable on line. Follow the Golden Rules for staying safe online (Don't Respond; Stop and Block; Tell Someone; Record Evidence; Say No To Peer Pressure).
- Refer to an online guide for keeping safe from Cyberbullying (Child Exploitation and Online Protection Centre (CEOP) / Thinkuknow; Beat Bullying; Anti-bullying Alliance (ABA); Kidscape; Cyber Mentors; Bullying UK; Kidpower).

### **Staff**

All staff can expect to be supported in dealing with bullying. All staff will be expected to:

- Promote an environment that is constructive and safe for all students through their own teaching practice and actions.
- Follow the procedures set out in this policy when they are dealing with bullying.
  - Work in co-operation with colleagues, students, parents/carers, staff from other organisations in the local community and the school's board of governors to combat bullying.

## **Staff Responsibilities**

- It is the responsibility of all the adults in the school to ensure the safety of all students by creating a community and a culture of care and interest in the welfare of students in their charge.
- It is the responsibility of all the staff to log any report of bullying. The report log will be held and monitored by the Head of Guidance.
- It is the responsibility of all the staff to help resolve situations and breakdowns between students when an incident is witnessed.
- It is the responsibility of all staff to teach students how to get on with each other when relationships have broken down.
- Tutors should be vigilant with members of their forms and be in a position to detect and discuss any changes in behaviour of individuals.
- All members of staff to whom a bullying incident has been reported or witnessed should ensure that it is taken seriously and acted upon according to the DfESC and School policy.
- A full investigation must take place by a member of the Guidance team or SLT.
- A written report may be required from the students.
- Incidents can be followed up by the member of staff to whom the report was made.
- A referral can be made to the appropriate Form Tutor, Head of Year, Head of Behaviour Support or Head of Guidance with a detailed report which outlines who, what, when. A report can be found in the Head of Guidance's office.
- An investigation must include interviews with those involved including witnesses, accurate written records must be kept and contact with parents must be made the same day.
- Restorative Justice Meetings are advised which can be facilitated by the Head of Behaviour Support / Head of Guidance.
- Victims of bullying should be regularly monitored and checked by their Tutor and contact with parents should be maintained.
- Perpetrators of bullying must have boundaries for future behaviour clearly outlined including sanctions that will be applied in the event of any further incidents.
- Perpetrators of bullying should be regularly monitored and checked by their Tutor and contact with parents should be maintained. Strategies and targets must be given to the perpetrator to prevent a reoccurrence of such behaviours.
- A full report must reflect and accurate account of events and must be filed securely.

## **Parent/carers Responsibilities**

- **INFORM THE SCHOOL IMMEDIATELY OF CONCERNS.**
- Stay in contact with the school.
- If a parent/carers feels there has not been a satisfactory outcome they should make an appointment to see the Head of Behaviour Support or Head of Guidance.
- Parent/ Carers must try to be aware of changes in the behaviour of your child (frequent mystery illnesses and other plays to have time off school; truancy; changing their usual route to school for no apparent reason; deterioration in

school work; unexplained loss of pocket money; loss of appetite; anxiety, nightmares and other symptoms of depression).

- Where a child confides in a parent/carer that they are being bullied reassure them that they are no longer alone in dealing with this.
- It may be helpful to research information online (Child Exploitation and Online Protection Centre (CEOP) / Thinkuknow; Beat Bullying; Anti-bullying Alliance (ABA); Kidscape; Cyber Mentors; Bullying UK; Kidpower).

### **Strategies To Prevent and Tackle Bullying.**

The aim is to resolve all aspects of behaviour using Solutions Focussed principles.

- High standards of behaviour are expected at all times.
- Anti-social behaviour is not tolerated.
- Action taken will match the severity (level of impact/hurt; the intent; the frequency; the duration and the imbalance of power: the nature of the relationship between the bullied and those bullying.)
- Assemblies throughout the school year address values, relationships and wellbeing.
- The topic of Anti-bullying is addressed in the Personal and Social Education programme, where it is stressed that bullying can cause serious psychological harm and is totally unacceptable. The responsibility of bystanders to report any incidents is highlighted.
- Strong links with parents will be established to facilitate the discussion of any concerns that arise.
- Members of staff respond sympathetically and supportively to any problems brought to their attention by students.
- Prefects and Student Leaders will have an active part in promoting and preventing anti-bullying in Les Quennevais School.
- Students may choose whether to go outside or stay indoors at break or lunch-time.
- Vulnerable students may access Inclusion or a Head of Year's office or the office of the Head of Behaviour Support during break or lunch-time (for which permission must have been obtained).
- A dedicated member of staff is available to help students develop resilience, emotional wellbeing and relationships.
- A school Councillor is available for all students to access.
- Members of staff supervise areas to which students have access during breaks and lunchtime.
- The policy will be made available to all students, parents/carers and staff to read.



Les Quennevais School

**BULLYING REPORT FORM**

Initial section must be completed by the person the incident is reported to.

Name of person completing form:	Date:
Name of pupil(s) being bullied:	Year / Form Group:
	Male / Female:
How can we contact you?	
At school: Yes/No      At home: Yes / No      Telephone: Yes / No	
Please provide contact details:	

**If appropriate please note any relevant information in boxes below and pass directly to Mrs E. Morley.**

Describe briefly what happened / is happening:
Where did it happen?
When did it happen?
Who was doing the bullying? If there was more than one person involved what were their roles?
Did anyone else see it happen, if so who?
How often is the bullying taking place?
How long has it been going on?
If you are being bullied how does it make you feel? If you are reporting bullying that is happening to someone else how do you think it makes them feel?
If you are being bullied are you being physically hurt? If you are reporting bullying that is happening to someone else, are they being physically hurt?

As a result of the bullying have you or those being bullied needed medical help?	
<p>Have you told anyone else about the bullying? Please write their name next to who they are in the list below:</p> <p>Parent/carer:</p> <p>Brother/sister:</p> <p>Other family member:</p> <p>Friend:</p> <p>Teacher:</p> <p>Key worker</p> <p>Youth worker</p> <p>Doctor/nurse</p> <p>Police/Community Support Officer:</p> <p>Other (please say who):</p> <p>If you haven't told anybody else, what has put you off doing so?</p>	
If you are being bullied what sort of help and support would you like?	
Do you have any worries now that you have reported this bullying?	
Outcome information:	Parents contacted: Parent response:

**Please ensure Report is logged on SIMS and paperwork returned to E. Morley**



