

Anti-Bullying Policy

Llanishen High School

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

Responsible staff member: Mrs. S Tyler
Approved by Governing Body : June 2014
To be reviewed: June 2017



ANTI-BULLYING POLICY RATIONALE

All members of the school community have the basic entitlement of coming to school knowing that they will be free from humiliation, oppression and abuse. It is the responsibility of all members of the school community to ensure that it is a caring and protective one. Parents are entitled to feel that their children are free from threat or harm.

AIMS

- To promote an environment where it is regarded as normal and healthy to tell someone about bullying
- To reassure parents that any concerns expressed will be treated seriously
- To demonstrate to all members of the school community that behaviour recognised as bullying is taken seriously and will not be tolerated
- To work collaboratively 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 investigating and positively dealing with bullying behaviour in a fair and consistent manner
- To ensure that appropriate support and protection is provided for any pupil affected by bullying behaviour and for those involved in bullying behaviour
- To enable parents to feel confident that bullying will be dealt with firmly, positively and consistently

DEFINITION OF BULLYING

Bullying is defined as an act of aggression causing embarrassment, pain or discomfort to someone. Bullying can be planned and organised or it may be unintentional. It may be perpetrated by individuals or by groups of pupils over a period of time or it may be an isolated incident.

Bullying can take many forms but the main types are:

- **Physical bullying** – hitting, kicking, deliberate pushing or shoving.
It may involve theft or damage to property. Not all theft or damage is bullying but it is where the intention is to create fear and use power improperly.
- **Verbal bullying** - name calling, insulting , making offensive remarks, using offensive names when addressing another pupil, ridiculing another pupil's appearance, way of speaking or personal mannerisms
- **Indirect bullying** – teasing or spreading rumours about another pupil or his/ her family; excluding someone from social groups, being made the subject of malicious rumours, sending malicious e-mails or text messages on mobile phones

- **Cyber-bullying** – this is when a member of the school community is targeted or harassed using the internet, mobile phones or interactive technologies and includes sending nasty or threatening text messages, emails and pictures. It includes nasty or threatening messages sent on any instant messaging or social networking site. Cyber-bullying and misusing technology (internet or mobile phones) is an increasing form of bullying in all school communities. We recognise that cyber-bullying can be difficult to trace and can continue long after school has finished, however, we will take every instance very seriously and work with whatever partners we can to stop it occurring.

CATEGORIES OF BULLYING

There are 5 main categories of bullying:

- Racist bullying
- Sexual bullying
- Gender- based bullying
- Bullying on the basis of Special Educational Needs or disabilities
- Bullying of those with long-term health conditions

REPORTING AND RECORDING BULLYING

A pupil should report bullying to a parent, teacher, Buddy or member of the support staff. Depending on the nature of the reported incident, the form tutor or class teacher may deal with the incident, with any action taken recorded on SIMS (Schools Information Management System). If this does not resolve the issue the incident should be referred to the Year Team Leader.

Alleged incidents are recorded on a log sheet by the member of staff the incident is reported to. The log requires details regarding names of the victim(s) and perpetrator(s); when the incident was reported and by whom; where it occurred and when along with any further actions taken. If the incident is confirmed as bullying then the information is reported anonymously to County on a termly basis by the Anti-Bullying Co-ordinator and the incident logs are reported to Governors on a termly and an annual basis as required in the Strategic Equality Plan.

PROCEDURES FOR DEALING WITH BULLYING

- Investigate incident by interviewing bully and victim separately along with any witnesses
- Obtain apology from bully to victim where appropriate
- Possible sanctions include a verbal warning from the Form Tutor, Year Team Leader, loss of privileges (e.g. trips or clubs) or a comment recorded on SIMS or a School Detention
- Buddies may be involved liaising with the victim and possibly the perpetrator

- Keep record of action taken
- If a pupil persists in bullying behaviour, parents will be informed by the Year Team Leader or a member of the Senior Leadership Team. Likewise parents of the pupil experiencing bullying behaviour will be informed and reassured.
- Sanctions against the bully may include a detention, a period of time in the Internal Exclusion Room or in the more serious cases fixed term exclusion
- Parents of bully invited to a meeting with the Year Team Leader
- Parents of bully asked to visit the Headteacher or the Senior Leader attached to the Year group.
- In certain cases, such as cyber-bullying, the police may be informed

PROCEDURES FOR SUPPORTING PUPILS WHO HAVE EXPERIENCED BULLYING BEHAVIOUR

- Listen to the concerns of the pupil
- Support the pupil through restorative work with the bully if appropriate
- Offer a Buddy or a group of Buddies to support the pupil during registration or to shadow them at breaktime or lunchtime.
- Arrange for the pupil to be supported by a mentor or a named member of staff
- Provide the pupil with an opportunity to share his/ her feelings and worries in order to offer reassurance and any further support that may be necessary
- Refer the pupil to the School Counsellor
- Involve outside agencies e.g. Cardiff Against Bullying (CAB) to offer further support to the pupil

OUR RESPONSIBILITIES AS A SCHOOL COMMUNITY

The responsibilities of Governors

The governing body will not condone any bullying in our school and will ensure that any incidents of bullying that do occur are taken very seriously, and dealt with appropriately. The governing body supports the Headteacher in all attempts to eliminate bullying from our school.

The responsibilities of staff

Staff at Llanishen High School will:

- Demonstrate by example the high standards of personal and social behaviour we expect of our pupils
- Foster in our pupils self- esteem, self respect and respect of others
- Instill in our pupils that they should not suffer in silence but have the courage to speak out about bullying behaviour to put an end to their own suffering and that of other potential targets

- Be alert to signs of distress and other possible indications of bullying
- Listen to a child who reports an incident of bullying or who has been bullied, take what they say seriously and act to support and protect them
- Follow up any complaint by a parent about bullying and report back promptly and fully on the action which has been taken
- Deal with observed incidents of bullying promptly and fairly in accordance with agreed procedures.
- Provide the victim of bullying with an opportunity to talk about the experience and to have a say in any further support they require e.g. building self esteem support; Buddies
- Provide the perpetrator with an opportunity to talk about the experience and to have a say in any further support they require e.g. conflict avoidance support
- Deal with the incident where appropriate or report to the pupil's Year Team Leader
- Support the bully and the victim through any restorative mediation that is agreed by all parties concerned

The responsibilities of pupils

We expect our pupils to:

- Refrain from becoming involved in any kind of bullying behaviour
- 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
- Report to a member of staff any witnessed or suspected instances of bullying to promote the ethos that bullying will not be tolerated and should be reported and to help prevent further instances
- Provide a written statement as a witness to an incident of bullying with the understanding that their statement will be treated sensitively providing them with any necessary support

The responsibilities of parents

We ask our parents and carers to support their children and the school by:

- Being vigilant for signs of distress or unusual behaviour in their children which might be evidence of bullying
- Advising their child to report any bullying to a teacher they trust or know well and explain the importance of speaking out and the implications if they do not where the bullying behaviour will continue unchecked and may affect others
- Being sympathetic and supportive towards their child, reassuring them that the matter will be dealt with sensitively
- Reporting the incident to the school should the child not feel able to report it

- Understanding that the school may need time to investigate and address the reported bullying behaviour and fully support the school in dealing with the bullying
- Informing the school of any suspected bullying, even if their child is not involved
- Co-operating with the school if their child is accused of bullying and try to ascertain the truth. Support the school in reinforcing the implications of bullying, both for those who are bullied and for the bullies themselves.
- Encouraging their child to engage in additional support offered as the bully or the victim to help address the difficulties raised e.g. counselling, buddies, self-esteem support, Cardiff Against Bullying support.
- Monitoring their child's use of the Internet at home – particularly the use of Social Media and messaging services.

BUDDIES

Students in Year 6 will be supported in their transition to high school by 'Buddies' or peer mentors who are enlisted from Year 9. The 'Buddies' apply to become Buddies and are trained by CHIPS (Childline in partnership with schools). The Buddies Team will visit the primary schools to run workshops with Year 6 and they will talk to them about how they will be supported through their transition to high school. The Buddies will also meet and support Year 5 and 6 on the annual Open Evening by giving guided tours and on the transition days to high school. The Buddies will then be attached to Year 7 form groups in September to assist in their transition, attending morning registration every week listening to the pupils as well as offering practical advice on surviving high school e.g. use of planner to record homework.

The Buddies will act as 'listeners' to individual pupils throughout Years 7 and 8. Their focus will be school based and will include issues of friendship and monitoring and supporting where bullying is involved. The Buddies can be asked to 'shadow' a pupil who may feel vulnerable following an incident of bullying or where there has been a break up of friendship. They may assist the younger students in dealing with problems themselves but will also liaise with the member of staff co-ordinating the Buddies or the relevant Year Team Leader where necessary.

The Buddies Team are recognizable by their Childline badges and they will promote their work through visiting primary schools, Year 7 assemblies, form rooms and promoting anti-bullying around the school.

WHOLE SCHOOL AWARENESS AND ANTI-BULLYING EDUCATION

As a school we will raise awareness of the nature of bullying by:

- Maintaining the theme of positive co-existence as a regular feature of assemblies and 'Thought for the Week's 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
- Year 7 completing a unit of work on an anti-bullying theme that includes a study of our anti-bullying policy
- Joint PSE/ ICT work on raising awareness of Internet Safety. During this unit, we will address the responsible use of technologies and e-safety as a strategy 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 offering advice on what to do if you are being bullied and who you can go to for help
- Continuing to support the pupils in their transition from Year 6 to Year 7 by providing 'Induction Days' by liaising closely with our primary colleagues. Members of the Buddies team will visit each Primary school to talk to the Year 6 pupils in small groups
- The school will continue to develop the Summer Festival as a means of easing the Transition.

RELATED POLICIES

This policy should be read in conjunction with the following policies:

Child Protection Policy

Internet and E-Safety Policy

Behaviour Policy