



St Paul's School

ANTI-BULLYING POLICY

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St Paul's School

Anti-Bullying Policy

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| Owner Name | Kerenza Palmer |
| Owner Job Title | Head of School |

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| 1 | Original policy | Dr Anita Halliday | March 2015 |
| 2 | Revise policy | Kerenza Palmer | March 2017 |
| 3 | Amendments | Kerenza Palmer | July 2018 |
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Introduction

St Paul's School believes that all children and young people should learn and play in a supportive, caring and safe environment without fear of being bullied and that all adults and pupils should recognise that bullying is an antisocial behaviour which affects everyone, and will not be tolerated. To this end, the Anti-Bullying Policy sets out the school approach, roles and responsibilities with regard to all student-bullying matters.

The aims of the anti-bullying policy are to:

- To prevent, de-escalate and/or stop any continuation of harmful behaviour.
- To react to bullying incidents in a reasonable, proportionate and consistent way.
- To safeguard the student who has experienced bullying and to trigger sources of support for the student.
- To apply disciplinary sanctions to the student causing the bullying and ensure they learn from the experience, possibly through multi-agency support.

Definition of bullying

Bullying is defined as "Behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying can involve verbal taunts, name-calling, physical injury, shunning or ridicule. It can be manipulative and can be done through mobile phones, websites and email." (DfE 'Safe to Learn')

This can be further defined as:

- Physical (hitting, kicking, theft)
- Verbal (name calling, racist remarks)
- Indirect (spreading rumours, excluding someone from social groups)

The students at St Paul's School have a wide-range of needs. As a school community we understand that bullying in this context can have additional subtleties and raise issues that are in themselves complicated to resolve. Not all students at St Paul's School will recognise bullying behaviour if they experience it; equally not all students would recognise their own behaviour as bullying towards another individual.

Cognitive understanding and communication impairment are strong factors in how/what the children and young people communicate. As such, the school uses the following strategies to support the children/young people to understand what is meant by the definitions above and how to resolve any bullying situation.

Pupils who are being bullied may show changes in behaviour, such as becoming shy, nervous, feigning sickness, refusing to come to school, clinging to adults, refusing to remain in class.

It is important that all school staff are alert to the signs of bullying and act promptly and firmly against any form of bullying in line with the roles and responsibilities listed below.

Prejudice and discrimination

People with particular characteristics are protected from discrimination by the Equalities Act 2010. Seven of these apply to schools and two others to all other public services. They are:

1. Age (not schools).
2. Disability.
3. Gender Reassignment (people at any stage in the process of gender change)
4. Marriage or Civil Partnership (not schools).
5. Pregnancy and Maternity.
6. Race.

7. Religion or Belief.
8. Sex.
9. Sexual Orientation.

Roles and Responsibilities/strategies

The Governing Body

- Creating the right ethos for the school that ensures it is an inclusive environment.
- Ensure regular review of anti-bullying policy and practice including analysis of data published under its single equality scheme.
- Ensure the school is promoting equality for its whole community.

The Head of School

- To determine, publicise and ensure implementation of the school's measures on behaviour support and anti-bullying.
- To consider what adjustments may be needed to policy and practice in this area.
- Ensure the whole school is promoting equality and inclusion.
- To ensure the anti-bullying behaviour policy is kept up to date.

The Deputy Head Teacher

- To deliver and organise any necessary training for staff to ensure they understand and implement the anti-bullying policy.
- Keep up to date on bullying related data from the School behaviour report analysis and plan appropriate interventions either at an individual or whole school level.
- Promote anti-bullying week and anti-bullying work in general.
- Ensure the curriculum covers anti-bullying.
- Work with families so that they are aware of the school's policy/practice and specific circumstances if they arise.
- To act as a port of call to advise staff on any bullying related matter
- To work with the student prefects on work relating to anti-bullying
- To liaise with external agencies as necessary in partnership to support anti-bullying strategies
- To ensure bullying is factored into any analysis of student behaviour

The School Administrator

- Ensure that behavioural recording systems record any instances of bullying.

All School staff

- To be constantly monitoring the students for bullying-related behaviour and follow the correct procedure where evidence points towards bullying taking place.
- To be constantly modelling high standards of behaviour and to have high expectations for all the students.
- School staff should be constantly vigilant for signs that a student may be subject to bullying behaviour expressed either through a student voice or from signs such as distress, change in mood, injury, change in behavioural norms.
- Claims or expressions of bullying made by pupils will be taken seriously.

As a School we:

- Organise the community in order to minimise opportunities for bullying, e.g. provide increased supervision at problem times, seating arrangements.
- Use any opportunity to discuss aspects of bullying, and the appropriate way to behave towards each other, e.g. the PSME programme / nurture groups / assemblies.
- Deal quickly, firmly and fairly with any complaints, involving parents where necessary.
- Review this School Policy and evaluate its success.
- Will continue to have a firm but fair discipline structure.
- Will aim to use teaching material, equipment, displays and internet resources to promote equality of opportunity, with particular regard to the protected characteristics listed above in the Equality and Diversity policy Statement.
- Encourage pupils to discuss how they get on with other people and to form positive attitudes towards other people. This includes a review of what friendship really is.
- Encourage pupils to treat everyone with respect.
- Treat bullying as a serious offence and take every possible action to eradicate it from our School.
- Support pupils, parents and carers in knowing what to do if they suspect someone is being bullied.

Action that is taken when bullying is suspected

- If bullying is suspected we talk to the suspected victim, the suspected bully and any witnesses. If any degree of bullying is identified, the following action will be taken.
- Help, support and counselling will be given as is appropriate to both the victims and the bullies

We support the victims in the following ways:

- Offering them an immediate opportunity to talk about the experience with their Form Group Tutor, or another teacher if they choose
- Positive reinforcement that reporting the incident was the correct thing to do
- Reassurance that the victim is not responsible for the behaviour of the bully
- Strategies to prevent further incidents
- Informing the victims' parents/ carers
- Offering continuing support when they feel they need it
- Encouragement to contact the local police, if appropriate
- Liaising with other schools/colleges if the bully is from another institution
- Taking one or more of the disciplinary steps described below to prevent more bullying

We also discipline, yet try to help the bullies in the following ways:

- Talking about what happened, to discover why they became involved
- Engaging with the bully to reinforce the message that their behaviour is a breach of school rules and is unacceptable
- Removal from class/group
- Informing the bullies' parents/carers
- Continuing to work with the bullies in order to get rid of prejudiced attitudes as far as possible
- Taking one or more of the disciplinary steps described below to prevent more bullying

Disciplinary Steps:

- Students will be warned officially to stop offending by their Form Group Tutor and the Deputy Head teacher or Head teacher in the Deputy's absence
- A restorative meeting will be set up with the Form Group Tutor, to talk about the bullying and find reasons why it is happening, as well as encourage the student to consider their

actions and the impact it is having on the victim. This meeting will be recorded using the student meeting form

- A monitoring form will be filled in and their behaviour will be monitored and reviewed over a six week period
- Informing the bullies' parents/guardians
If they do not stop bullying they will be suspended for a fixed period (one or two days)
If they then carry on they will be recommended for suspension for a longer fixed period (up to five days)
If they will not end such behaviour, they will be recommended for permanent exclusion

The Pupils' Voice

- There are a number of ways that pupils can communicate to express their feelings and thoughts. These include the school council, annual reviews, Education Health Care Plans, everyday communication with school staff and small group consultation.

Reporting Process

- In the event that bullying behaviours are reported or observed; the member of staff who has that information should report it to the Form Group Tutor for follow up action.
 - The Form Group Tutor should then investigate to determine the facts behind any arising issue.
 - In the event that bullying is taking place, there are two paths to follow:
1. Any bullying behaviours should be written up on a 'Bullying and Racial Harassment recording form' and handed to the Deputy Head Teacher and filed in the 'Bullying and Racial Harassment' folder.
 2. Where the issue is complex or not easily resolved the teacher should, as appropriate, seek further advice from the Deputy Head Teacher.
 3. Follow up actions should be devised, recorded and aimed at addressing bullying behaviours.
 4. In the event that bullying behaviour is not successfully changed or prevented; and that agreed strategies do not show indications of working then the matter should be referred to the Deputy Head Teacher.
 5. It is expected, through the behaviour support systems, that the Head of School would be kept informed of bullying-related issues.
 6. In the event that there is a victim of bullying behaviour the Form Group Tutor should assess for any levels of distress and as appropriate take positive action to ensure the child/young person feels safe in the short term.

Working with Families

- Close work with the families is an essential part of work at the school. Bullying is one of the most potentially sensitive areas of home/school life. For individual matters relating to bullying, advice should be sought from the Deputy Head Teacher on how to proceed.
- Efforts should be made to conduct conversations sensitively, bringing Form members into school where necessary.
- Informing and working with families whose child was the victim of bullying should follow standard reporting procedure for involvement in an incident, ensuring a record is kept of any phone call.
- Pupils who are receiving additional behaviour support because they are perpetrating bullying behaviour should be subject to joint working with their parents to ensure all parties understand the approach being taken.
- Parents/Carers have a responsibility to let the school know if their child/young person is being bullied and work with the school to resolve any issues arising from an incident the child/young person is anxious about.

If as a parent/carer you are concerned about your child/young person being bullied you should:

1. Contact the school immediately and ask to speak to the Deputy Head Teacher. If you are told she is unavailable please ask to speak to the Head of School. If neither are available please leave a message asking for a call back from either the Deputy or Head of School. Your complaint will be taken seriously and appropriate action will follow.
2. Advise your child not to fight back. It can make matters worse.
3. Tell your child there is nothing wrong with him or her. It is not their fault that they are being bullied.
4. Make sure your child is fully aware of the anti-bullying policy, and that they know they can ask for help.
5. Contact the school if the bullying is taking place on home to school transport. You should also contact the designated person for home to school transport so they can also carry out an investigation.