

## Anti-bullying Policy

<b>This policy has been written for...</b>	All staff and students at The New School at West Heath
<b>Copies of this policy may be obtained from...</b>	<ul style="list-style-type: none"> <li>The School <b>web site</b> - <a href="http://www.westheathschool.com">http://www.westheathschool.com</a></li> <li>It is available as a hard copy on request from the <b>school office</b></li> </ul>
<b>This policy links with the following policies</b>	This policy is referenced in the Child Protection, Peer on Peer and Online Policies
<b>Participants and consultees in the formulation of this policy were...</b>	The Principal, Senior Leadership Team, Student Services Committee and the Trustees of the School. A representative group of students were invited to make comments and suggestions.
<b>Edition, Review frequency and dates</b>	<p>This is edition 6, released November 2018</p> <p>This policy will be reviewed every year</p> <p>It is due for review November 2019</p>
<b>Relevant statutory guidance, circulars, legislation &amp; other sources of information are...</b>	The Education Act 2002, Education and Inspections Act 2006 reference a school's legal responsibility to prevent and tackle bullying
<b>The Lead Member of staff is</b>	Vice Principal - Care and Safeguarding
<b>Definitions and key terms used in this policy...</b>	<p>Bullying is defined within the policy.</p> <p>Youth Produced Sexual Imagery (YPSI) – videos or images of children or young people under the age of 18 that are of a sexual nature or indecent</p>
<b>The Rationale and Purpose of this policy</b>	West Heath School is committed to providing a caring, friendly and safe environment for all students so that they can learn in a relaxed and secure atmosphere. The same commitment is held for staff and visitors to our school. Bullying of any kind is unacceptable at our school. If bullying does occur, all students should be able to tell and know that incidents will be dealt with promptly and effectively. We are a telling school. This means that anyone who knows that bullying is happening is expected to tell the staff.
<b>Appendices</b>	This policy has 3 Appendices, Bullying Report Form, Bullying Witness Report Form and Bullying Complaint Outcome Form.
<b>Copying</b>	No school policy is ever written in isolation. Acknowledgement of sources of advice and significant influence in the development and recording of policies at West Heath School are noted on the front page. We request that any schools or organisations incorporating large sections of this policy without alteration should make similar appropriate acknowledgement.

## Position and Values

This policy will help staff to achieve the vision of the school, which the staff and Trustees at West Heath School follow:

### OUR VISION

“REBUILDING LIVES THROUGH EDUCATION”

### OUR MISSION STATEMENT

To support and empower our community to discover their strengths by taking responsibility for their lives, through respect for themselves and others

### OUR VALUES

**Integrity and trust** – to be consistent in approach, to do the things we say we will, being honest and open about our approach and practice

**Respect** – of ourselves and those around us, showing unconditional positive regard to opposing views and beliefs of others

**Responsibility** – to understand our role and the role of others, to self-reflect and aspire to be the best we can

**Optimism** – to look toward goals with a positive and unwavering approach, always seeing the best in others and in their actions

**Commitment** – to do our utmost to support our community in meeting the challenges we face collectively and as individuals

**Independence** – to be able to think independently, to have self-understanding and self-belief

**Empowerment** – to be able to make informed choices; to have the ability to take control of internalised thought, approach and actions

This will ensure that the school provides an environment where every child can feel:

- safe
- healthy
- able to enjoy and achieve
- able to contribute to future economic well-being
- able to make a positive contribution.

To protect the rights of all children to have a safe and secure learning environment West Heath School will continuously work towards preventing acts of bullying, harassment, and other forms of aggression and violence as these behaviours are unacceptable and interfere with both our school's ability to educate children and a child's ability to learn. If such a case arises, the staff at West Heath will follow the anti-bullying guidelines laid out in this policy. This will enable staff to:

- identify children displaying unacceptable behaviour and know how to support them in order that they develop the necessary skills to participate in the school community effectively and positively
- keep all other children safe, happy and confident
- look after the victims

### **Definition of bullying**

A bully is defined as someone who deliberately sets out to hurt another person on more than one occasion. All children have upsets and squabbles' these are not classed as bullying and are dealt with through the Promoting Positive Behaviour Policy.

### **Definition of cyber-bullying**

Cyber-bullying is the use of technology such as mobile phones, email, chat rooms or social media sites such as Facebook and Twitter to harass, threaten, embarrass, intimidate or target a child. Unlike physical bullying, cyber-bullying can often be difficult to track as the cyber-bully (the person responsible for the acts of cyber-bullying) can remain anonymous when threatening others online, encouraging them to behave more aggressively than they might face-to-face.

### **Types of bullying**

- **Physical:** Deliberately hurting particular children on a regular basis
- **Verbal:** Deliberately hurting feelings through name-calling etc.
- **Ostracising:** Making someone feel left out and different by deliberately setting out to exclude them

### **Types of cyber-bullying**

- **Flaming:** Online fights usually through emails, instant messaging or chat rooms where angry and rude comments are exchanged.
- **Denigration:** Putting mean online messages through email, instant messaging, chat rooms, or websites set up to make fun of someone.
- **Exclusion:** Intentionally leaving someone out of a group such as instant messaging, friend sites, or other online group activities.
- **Outing:** Sharing secrets about someone online including private information, pictures, and videos.
- **Trickery:** Tricking someone into revealing personal information then sharing it with others.
- **Impersonation:** Pretending to be someone else when sending or posting mean or false messages online.
- **Harassment:** Repeatedly sending malicious messages to someone online.
- **Cyber-stalking:** Continuously harassing and denigration including threats of physical harm

### **Actions NOT considered to be bullying**

- Not liking someone
- Being excluded
- Accidentally bumping into someone
- Making other children play things a certain way
- A single act of telling a joke about someone
- Arguments
- Expression of unpleasant thoughts or feelings regarding others
- Isolated acts of harassment, aggressive behaviour, intimidation, or measures

### **Reasons for bullying**

Some reasons why children might bully someone include:

- They think it's fun, or that it makes them popular or cool
- They feel more powerful or important, or they want to get their own way all the time
- They feel insecure or lack confidence or are trying to fit in with a group
- They are fearful of other children's differences
- They are jealous of another child
- They are unhappy
- They are copying what they have seen others do before, or what has been done to them.

### **The effects of bullying**

All forms of bullying cause psychological, emotional and physical stress. Each child's response to being bullied is unique, however some signs that may point to a bullying problem are:

- Depression and anxiety
- Increased feelings of sadness, helplessness, decreased self-esteem and loneliness
- Loss of interest in activities they used to enjoy
- Unexplainable injuries
- Lost or destroyed clothing, books, electronics, or jewellery
- Frequent headaches or stomach aches, feeling sick or faking illness
- Changes in eating habits, like suddenly skipping meals or binge eating. Children may come home from school hungry because they did not eat lunch
- Difficulty sleeping or frequent nightmares
- Declining grades, loss of interest in schoolwork, or not wanting to go to school
- Sudden loss of friends or avoidance of social situations
- Self-destructive behaviours such as running away from home, harming themselves, or talking about suicide

The Education Act 2002, Education and Inspections Act and Equalities Act 2006 all make reference to a school's legal responsibility to prevent and tackle bullying. West Heath School have a Promoting Positive Behaviour Policy on the website and follow anti-discrimination law. This means staff must act to prevent discrimination, harassment and victimisation within the school. Additionally West Heath School have developed this anti-bullying policy, a copy of which is available from the school office and on the school website for parents, staff and students to access when and as they wish.

Schools have the legal power to make sure pupils behave and do not bully outside of school premises, for example on public transport or in nearby public communal areas. If seen as appropriate the Principal or staff can choose to report bullying to the police or local council. During school hours, including while pupils are taking part in school visits, after school clubs and cyber bullying the school has direct responsibility to ensure children feel safe and secure.

### **The role of Trustees**

The Trustees support the Principal in all attempts to eliminate bullying from the school. The Trustees will not condone any bullying at all, and any incidents of bullying that do occur will be taken very seriously, and deal with appropriately.

The Trustees monitor incidents of bullying that do occur, and review the effectiveness of this policy regularly. The Trustees require the Principal to keep accurate records of all incidents of bullying and to report to them on request about the effectiveness of the school's anti-bullying strategies.

A parent/carer who is dissatisfied with the way the school has dealt with a bullying incident can make a complaint to the Chair of Trustees. The complaint will be dealt with in accordance with the complaints policy which can be accessed from the school's website.

### **The role of the Principal**

It is the responsibility of the Principal or Deputy Principal to implement the school's anti-bullying strategy, to ensure that all stakeholders are aware of the school policy, and that they know how to identify and deal with incidents of bullying. The Principal will report to the Trustees about the effectiveness of the anti-bullying policy on request.

It is the Principal or Deputy Principal who must ensure that all children know that bullying is wrong, and that it is unacceptable behaviour in school. The Principal or Deputy Principal will draw the attention of children to this fact at suitable moments. For example, the Principal or Deputy Principal may decide to use an assembly as the forum in which to discuss with the children why bullying is wrong.

The Principal or Deputy Principal will ensure that all members of staff receive sufficient training to be equipped to identify and deal with all incidents of bullying.

The Principal and Deputy Principal will set the school climate of mutual support and praise for success, so making bullying less likely. When children feel they are important and belong to a friendly and welcoming school, bullying is far less likely to be part of their behaviour.

### **The Role of the Staff**

Members of staff will do all that they can to eradicate bullying; they will ensure that they follow the school's anti-bullying policy.

All members of staff will routinely attend training that equips them to identify bullying and to follow school policy and procedures with regard to behaviour management.

Staff will use a range of methods to help prevent bullying and to establish a climate of trust and respect for all. They will use drama, role-play, stories etc. within the curriculum, to help pupils understand the feelings of bullied children and to practice the restraint required to avoid lapsing into bullying behaviour. Ring fenced time will also be used to praise, reward and celebrate the successes of all children, and thus to help create a positive atmosphere.

Members of staff will keep a vigilant watch on suspected 'bullies'; any incidents will be handled carefully. It is important that the child responsible for initiating the bullying is dealt with appropriately. The person dealing with the incident will need to collect all the relevant information and then provide the Learning Director with a copy in order that he/she can decide on an action. All cases are individual and various strategies will be employed by

the Head of Key Stage/Residential Care to address the issue.

Teachers and support staff will do all they can to support a child who is being bullied.

### **Bullying in the workplace**

Incidents, where it has been deemed that a member of staff has been bullying a child, will be taken very seriously. The Principal or Deputy Principal, with the support of the Trustees, will deal with this; formal action will be taken where necessary. Such action will also be taken if it is deemed that a member of staff is bullying other members of staff.

In the event of the Principal being involved in such incidents, reports will be given immediately to the Chair of Trustees who will also take formal action where necessary.

### **The role of Parents/Carers**

Parents/carers, who are concerned that their child might be being bullied or who suspect that their child may be the perpetrator of bullying, should contact their child's class teacher immediately in a calm manner. If they are not satisfied with the action taken they should contact the Principal or Deputy Principal. If they remain dissatisfied, they should follow the procedure detailed above. Parents/carers have a responsibility to support the school's anti-bullying policy by actively encouraging their child to be a positive member of the school and this expectation of support is outlined in home/school agreement.

### **The role of Students**

Students are encouraged to tell somebody they trust if they are being bullied, and if the bullying continues they must keep on letting people know; the children are taught a number of strategies to help them with this.

Students are also encouraged to participate fully in activities that raise their awareness about bullying in order that they clearly understand what to do if they, or another child, are being bullied.

## **Cyber bullying**

West Heath School has a separate policy related to e-safety addressing the use of mobile technology, social media, appropriate online activity, security, access and monitoring procedures being in place. ICT code of conduct is discussed with pupils in assemblies, PSHE classes and IT classes.

## **Reporting, sanctions and monitoring**

### **How to report bullying**

1. An incident form can be downloaded from the school website, collected from Head of Key Stage/Residential Care and Form Tutors
2. All the relevant information must be completed on the form, which can then be emailed to the Head of Key Stage/Residential Care, Form Tutor, Key Worker
3. The Head of Key Stage/Deputy has overall day-to-day responsibility for dealing with reported incidents and will forward details to the relevant member of staff to investigate
4. Alternatively any member of staff can be approached to report incidents

of bullying, and they in turn will report to the Head of Key Stage/Residential Care.

5. Net support
6. Behaviour Watch.

### **Procedures**

The following steps must be taken when dealing with incidents of bullying:

1. If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who has been approached, or who suspects/observed the bullying
2. The Head of Key Stage/Residential Care must be informed immediately
3. A clear account of the incident will be recorded in writing either by the victim or the member of staff recording the victim's verbal statement
4. The Head of Key Stage/Residential Care will interview all concerned and will record the incident on the school's Behaviour Watch
5. Parents will be kept informed and asked to monitor the situation
6. Subject teachers will be kept informed and asked to monitor the situation
7. A range of sanctions will be used as appropriate and in consultation with all parties concerned. These sanctions could include: verbal or written warnings, restrictions of break and lunchtime activities, fixed term and in the event of persistent bullying, permanent exclusion. Where appropriate the Deputy Principal may inform the police
8. There will be a biannual audit and analysis of incident logs and interventions at the Student Services Committee meeting to continually improve practice.
9. A restorative meeting between both parties involved should, if appropriate, be arranged.

This school has set procedures to follow in implementing sanctions where a bullying incident has occurred, as described above sanctions are applied in appropriate proportion to the event. In the event of all other avenues being exhausted, or in particularly serious cases that lead to exclusion, Trustees will examine the evidence that a wide range of strategies had been tried and failed to affect a positive change in the bullying behaviour.

### **Monitoring, evaluation and review**

1. Trustees the Principal and Deputy Principal and relevant staff will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.
2. The school council will review the effectiveness of the policy biannually and their views given to the Principal.
3. An approved students' questionnaire will be given to a representative cross section of students every year. The resulting data will be considered in the annual policy review and reported to governors
4. A record of all such incidents will be kept both centrally and on students' files.
5. The numbers of incidents will be reported to Trustees annually or provided to them at any time on request.
6. Bullying data will be analysed to reflect and re-design further strategies to improve procedures

## Strategies to reduce bullying

West Heath School has adopted a range of strategies to prevent and reduce bullying, to raise awareness of bullying and support victims and those displaying bullying behaviour, including:

- The consistent promotion of the school's code of behaviour which requires all pupils to respect the rights of others
- The reinforcement of the clear message that violence has no place at West Heath School
- Consultation with the 'Student Voice' on appropriate action
- Take part in initiatives such as Anti-Bullying Week
- Training for all members of staff on anti-bullying policy and strategy
- The supervision by school staff of all play areas at lunch times and breaks
- Providing information to all parents on the symptoms of bullying and the steps to take if they suspect their child is being bullied
- The celebration of all student's backgrounds and cultures through assemblies
- The training of a cross section of students as anti-bullying ambassadors
- During assemblies and PHSE learning sessions discuss and explore bullying issues with the children
- Raising awareness of cyber bullying and teaching children to safely use technology (including mobile phones, email, internet)
- All websites accessed in school are screened. This software screens the language used in all documents, emails and websites. Rude or offensive emails, websites, documents are sent to the Principal. Action will be taken and recorded
- Effective recording systems
- Work with multi-agency teams including police and children's services as appropriate
- Contact the parents of both the child being bullied and the bully
- Challenge sexual content within verbal abuse especially challenging the word 'gay' and other homophobic language.

## Useful websites

[www.bullying.co.uk](http://www.bullying.co.uk)  
[www.anti-bullyingalliance.org.uk](http://www.anti-bullyingalliance.org.uk)  
[www.childline.org.uk](http://www.childline.org.uk)  
[www.kidscape.org.uk](http://www.kidscape.org.uk)  
[www.each.education](http://www.each.education)  
[www.youngminds.org.uk](http://www.youngminds.org.uk)  
[www.youngstonewall.org.uk](http://www.youngstonewall.org.uk)  
[www.nspcc.org.uk](http://www.nspcc.org.uk)  
[www.stoptextbully.com](http://www.stoptextbully.com)  
[www.beyondbullying.com](http://www.beyondbullying.com)  
[www.childnet-int.org](http://www.childnet-int.org)  
[www.cyberbullying.org](http://www.cyberbullying.org)  
[www.chatdanger.com](http://www.chatdanger.com)  
[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

<b>Persons with particular responsibilities</b>	Vice Principal Care and Safeguarding, Anti Bullying Committee and School and Boarding Student Councils.
<b>Other Participants &amp; Stakeholders</b>	Parents/Carers Students Staff
<b>Monitoring &amp; Evaluation</b>	SLT Student Council (School and Boarding) Student Services Committee Trustees

# APPENDIX 1

## Reporting Bullying

Your name: .....

Date: .....

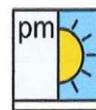
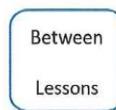
When did it happen? (Please circle answer)

Day: 

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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Time: 

P1	P2	P3	P4	P5	P6	P7	P8
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Where: .....

What kind of bullying was it? (Please circle answer)



Gang	Cyber	Verbal	Homophobic	Sexual	Racist	Physical	Emotional
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Who bullied you?

.....



What happened?

.....  
.....  
.....  
.....  
.....  
.....



Who saw it?

.....

Please return this form to a member of staff



## APPENDIX 3

### BULLYING COMPLAINT FORM OUTCOME

This form may be completed by anyone who has made a complaint after the conclusion of the investigation into the complaint.

**\*\*To be completed by student\*\***

<b>DATE :</b>	
<b>NAME OF STUDENT:</b>	
<b>TUTOR: KEY STAGE:</b>	

**WHAT WAS YOUR COMPLAINT?**

**HAVE YOU BEEN TOLD ACTION TAKEN BY STAFF TO RESOLVE COMPLAINT?**

**I AM HAPPY WITH THE OUTCOME / I AM NOT HAPPY WITH THE OUTCOME (please circle how you feel)**

**SIGNATURE:**

**DATE:**

**\*\*To be completed by staff\*\***

**POSSIBLE FURTHER ACTION REQUIRED:**

**PASSED TO HEAD OF KEY STAGE  
& DSL: (Date)**

**BY WHAT STAFF:  
(Name of Staff)**