



OLD BUCKENHAM
HIGH SCHOOL

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ANTI-BULLYING POLICY

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Executive summary	This policy has been reviewed and amendments made in order to comply with Trust requirements and those of the Local Authority
Review Body	School
Endorsed by	Governing Body
Review frequency & next review due	Annually – December 2021
Comments	<p>This policy is available on our school website and is available on request from the school office.</p> <p>This policy will be reviewed in full by the Governing Body on an annual basis.</p>

Endorsed by **Old Buckenham High School** Governing Body on 6th January 2021

INTRODUCTION

Old Buckenham High School seeks to establish a positive ethos which is conducive to learning and in which the individual pupil feels safe and supported. Bullying contravenes the Human Rights Act 1998, is totally at variance with the ethos of our school and will not be tolerated. Should a pupil or pupils be involved in bullying, it will be treated as one of the most serious infringements of school policy and dealt with accordingly. This policy is designed to provide a secure and caring environment that promotes effective learning and teaching and ensures that everyone has the best opportunities to develop their full potential.

BULLYING: OUR SCHOOL'S VALUES AND BELIEFS

All students and staff have the right to feel happy, safe and included.

Students and staff have the right to work in an environment without harassment, intimidation or fear.

All bullying, of any sort, is therefore unacceptable.

Students and parents will be supported when incidents of bullying are reported.

We recognise the effects that bullying can have on students' self-respect and on their work and the school community will actively promote an anti-bullying environment.

AIMS OF THE POLICY:

- To ensure that all students are included fully in the life of the school
- To provide a learning environment free from any threat or fear, where every student feels welcomed, safe and able to learn.
- To create an emotionally safe environment, built on mutual respect, where positive relationships can develop
- To have a shared and clearly understood definition of bullying behaviour, informed by statutory guidance
- Ensure that bullying behaviour is not acceptable in our school
- Create an environment where students, staff and parents are encouraged to disclose and discuss incidents of bullying behaviour
- To respond effectively to all instances of bullying which are reported to us.
- To reduce and to eradicate, wherever possible, instances in which pupils are subject to any form of bullying
- To establish a means of detecting, dealing with and preventing bullying, and of providing support to students who have been bullied
- To provide support for students who are accused of bullying, based on a restorative approach, as they may be experiencing problems of their own

- To ensure that all students, staff, parents and governors are aware of this policy and their roles and responsibilities in contributing to its success
- To meet any legal obligations which rest with the school

DEFINITION OF BULLYING

Anti-Bullying Alliance defines bullying as ***the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. It can happen face to face or online.***

Bullying is therefore:

- Deliberately hurtful
- Repeated, often over a period of time
- Difficult for victims to defend themselves against

This is different to Banter; **Banter involves mutual consent. If one party does not give consent and the banter continues, it becomes repeated and intentional. Therefore bullying.**

It can take many forms but the main types are:

- Physical – hitting, kicking, taking another’s belongings
- Verbal (Direct)– name calling, insulting, making offensive remarks
- Indirect – Undermines your value to others, Being a bystander to events.
- Social/Non-Verbal – excluding, offensive gestures, unpleasant notes
- Emotional – personal comments, graffiti, making one feel isolated/unhappy
- Cyber bullying – email, text, social media
- Racist, disablist, homophobic, transphobic and LAC bullying

These categories may be interrelated.

Bullying is not the occasional falling out with friends, name calling, arguments or when the occasional trick or joke is played on someone. It is bullying if it is done several times on purpose.

Students sometimes fall out or say things because they are upset. When occasional problems of this kind arise, it is not classed as bullying. It is an important part of students’ development to learn how to deal with friendship breakdowns, the occasional name calling or childish prank. We all have to learn how to deal with these situations and develop the necessary social skills including resilience. This relates to one of the key aims of creating an emotionally safe environment, built on mutual respect, where positive relationships can develop.

STRATEGIES TO PREVENT OR REDUCE BULLYING

We promote positive behaviour in school and endeavour to create an environment where students behave well; where pupils take responsibility for their own and each

other's emotional and social well-being; and where they include and support each other.

Our curriculum is used to:

- Raise awareness about bullying and our anti-bullying policy, including raising the profile of Anti-Bullying Week every November as a whole-school initiative
- Increase understanding for victims and help build an anti-bullying ethos
- Teach pupils how to manage constructively their relationships with others

Work undertaken in Personal Development classes, visiting speakers, competitions and designated assemblies are used to show what students can do to identify and prevent bullying, and to create an anti-bullying climate in school.

Mentoring and senior prefect initiatives are in place to ensure KS3 and KS4 students have senior students they can confide in if they are concerned about themselves or another student.

Our policy is posted on the school web site.

Our School Anti bullying ambassadors are available for students who feel they are victims of bullying and students who are identified as bullying others. Students and parents are made aware of this support.

Periodically anti-bullying posters will be displayed on noticeboards.

Our School Council offers a forum in which concerns about bullying can be discussed on a regular basis.

We will provide written guidance for parents on the signs of bullying and what to do if they suspect their child is being bullied at school.

We will provide written guidance to all our students to explain what they should do if they are being bullied, or if they see another student being bullied.

We will provide a Useful Contacts List for parents and students and ensure it is updated, when necessary.

We will ask students where and when bullying occurs in school and we will supervise, and try to eliminate any unsafe areas which they report to us.

We will provide regular training for teachers and non-teaching staff (including mid-day supervisors) on spotting the signs of bullying and how to respond to it.

We will periodically review our policy, in line with any statutory guidance and local, national and global best practice.

PROCEDURES FOR REPORTING, RECORDING AND DEALING WITH BULLYING

Students who have been bullied should report this to a parent, a teacher, anti-bullying ambassadors, a prefect or a friend.

Students who see others being bullied should report this to a parent, a teacher, a prefect or a friend.

Members of staff who receive reports that a pupil has been bullied should report this to the Behavioural manager or the Pastoral manager.

Reports of bullying will be logged by either the Behavioural manager or the Pastoral manager. The record should include the following:

WHO	Person(s) involved?
WHAT	What happened?
WHERE	Where did the incident(s) happen?
WHEN	Time, Day, Date?
WHY	Details on relationships, setting, other issues etc?

We will promote the safety and security of the individual students involved in a bullying incident by following the guidelines below:

- Providing support to students who are bullied (including arranging an appointment with an external Counsellor if required)
- Reassuring them that they do not deserve to be bullied and this is not their fault.
- Encouraging them to talk about how they feel
- Trying to ascertain the extent of the problem
- Engaging them in making choices about how the matter may be resolved
- Trying to ensure that they feel safe
- Discussing strategies for being safe and staying safe
- Asking them to report immediately any further incidents to us
- Affirming that bullying can be stopped and that our school will persist with intervention until it does
- Involving their friends/older students in peer support/a buddying scheme/mediation

STRATEGIES WE MAY EMPLOY WHEN INVESTIGATING A BULLYING INCIDENT

- We will reinforce the message that bullying is not acceptable, and that we expect bullying to stop
- We will affirm that it is right for students to let us know when they are being bullied
- We will interview the student (or students) involved in bullying separately and ask them to write down their version of events. This will be conducted in a sensitive and supportive way
- We will talk to anyone else who may have witnessed the bullying

- We will adopt a joint problem solving approach where this is appropriate, and ask the students involved to help us find solutions to the problem. This will encourage students involved to take responsibility for the emotional and social needs of others.
- We will advise students responsible for bullying that we will be checking to ensure that bullying stops
- We will ensure that those involved know that we have done so
- When bullying occurs, we will contact the parents of the students involved at an early stage
- We will keep records of incidents that we become aware of and how we responded to them
- We will follow up after incidents to check that the bullying has not started again. We will do this within two weeks, and again within the following half term
- We will also work with students who have been involved in bullying others to ascertain the sort of support that they themselves need. This may include the offer of counselling. Our approach to dealing with students involved in bullying will be restorative in nature, to try and minimise the likelihood of such incidents reoccurring

Measures to be taken:

- When a claim is made and blame is established, a record will be kept in the student's file. Sanctions may be imposed, depending on the seriousness of the incident. These may include:
 - ❖ *Supervision during break and lunchtime*
 - ❖ *Detention*
 - ❖ *Withholding participation in school events that are not an essential part of the curriculum*
 - ❖ *Restorative, proactive approaches may also be employed where pupils involved may be asked to participate in school activities, workshops, time spent with the Pastoral Lead to try and resolve any underlying issues they have. This is also an attempt to ensure that all pupils are included fully in the life of the school.*
- Should a second offence occur, the matter will be brought to the Head of Year/Assistant Headteacher. Repeated bullying may lead to suspension

BULLYING OUTSIDE THE SCHOOL PREMISES

Schools are not directly responsible for bullying that occurs off the premises but we know that bullying can occur outside the school gates and on journeys to and from school. The bullying may be done by students from our own school, by students from other schools or by people who are not at school at all. Where a student or parent tells us of bullying off the school premises we will:

- Talk to students about how to avoid or handle bullying outside of school
- Talk to the Headteacher/ Deputy Headteacher of another school whose students are bullying
- Talk to the transport company about bullying on buses. This can result in temporary or permanent bans
- Talk to the Travel Prefects about incidents of bullying and strategies to resolve the problem
- Talk to the police. If your child is being bullied off school premises, parents may choose this form of action

EVALUATING OUR POLICY

We will evaluate our anti-bullying policy by circulating a questionnaire to a selection of pupils and parents. The Pastoral Assistant Headteacher and Anti-Bullying Ambassadors will monitor and evaluate the policy annually.

LINKS WITH OTHER SCHOOL POLICIES

This policy is set within the broader context of pastoral care and, as such, should be read in conjunction with the following policies:

- Behaviour Policy

Bullying Don't Suffer in Silence

INFORMATION FOR PARENTS

Bullying is prevalent in most schools and our anti-bullying policy is designed to address the problem.

Bullying behaviour includes:

- name calling and nasty teasing
- threats and extortion
- physical violence
- damage to belongings
- leaving pupils out of social activities deliberately and frequently
- spreading malicious rumours

Parents and families have an important part to play in helping schools deal with bullying.

First, discourage your child from using bullying behaviour at home or elsewhere. Show how to resolve difficult situations without using violence or aggression.

Second, ask to see the school's anti-bullying policy. Each school must have an anti-bullying policy which sets out how it deals with incidents of bullying. You have a right to know about this policy which is as much for parents as for staff and pupils.

Third, watch out for signs that your child is being bullied, or is bullying others. Parents and families are often the first to detect symptoms of bullying, though sometimes school nurses or doctors may first suspect that a child has been bullied. Common symptoms include headaches, stomach aches, anxiety and irritability. It can be helpful to ask questions about progress and friends at school; how break times and lunchtimes are spent; and whether your child is facing problems or difficulties at school. Don't dismiss negative signs. Contact the school immediately if you are worried.

If your child has been bullied;

- calmly talk to your child about it
- make a note of what your child says - particularly who was said to be involved; how often the bullying has occurred; where it happened and what has happened
- reassure your child that telling you about the bullying was the right thing to do
- explain that any further incidents should be reported to a teacher immediately
- make an appointment to see your child's Pastoral manager
- explain to the teacher the problems your child is experiencing

Talking to teachers about bullying

- try and stay calm - bear in mind that the teacher may have no idea that your child is being bullied or may have heard conflicting accounts of an incident

- be as specific as possible about what your child says has happened - give dates, places and names of other children involved
- make a note of what action the school intends to take
- ask if there is anything you can do to help your child or the school
- stay in touch with the school - let them know if things improve as well as if problems continue

If you think your concerns are not being addressed:

- check the school anti-bullying policy to see if agreed procedures are being followed
- make an appointment to meet the Head of Year or Assistant Headteacher, keeping a record of the meeting
- if this does not help, write to the Chair of the Board of Governors explaining your concerns and what you would like to see happen

If your child is bullying other children:

Many children may be involved in bullying other pupils at some time or other. Often parents are not aware. Children sometimes bully others because:

- they don't know it is wrong
- they are copying older brothers or sisters or other people in the family they admire
- they haven't learnt other, better ways of mixing with their school friends
- their friends encourage them to bully
- they are going through a difficult time and are acting out aggressive feelings

To stop your child bullying others:

- talk to your child, explaining that bullying is unacceptable and makes others unhappy
- discourage other members of your family from bullying behaviour or from using aggression or force to get what they want
- show your child how to join in with other children without bullying
- make an appointment to see your child's Form Teacher or Year Head; explain to the teacher the problems your child is experiencing; discuss with the teacher how you and the school can stop them bullying others
- regularly check with your child how things are going at school
- give your child lots of praise and encouragement when they are co-operative or kind to other people

Bullying - Don't Suffer in Silence

INFORMATION FOR PUPILS

If you are being bullied

- try to stay calm and look as confident as you can
- be firm and clear - look the bully(ies) in the eye and tell them to stop
- get away from the situation as quickly as possible
- tell your parent/teacher/prefect/friend what has happened straight away
- if you are scared to tell an adult by yourself, ask a friend to come with you
- keep speaking up until someone listens and does something to stop the bullying
- don't blame yourself for what has happened

When you are talking to an adult about bullying, be clear about

- what has happened to you
- how often it has happened
- who was involved
- who saw what was happening
- where it happened
- what you have done about it already

If you find it difficult to talk to anyone at school or at home, ring

ChildLine, Freephone 0800 1111,

The phone call is free. It is a *confidential* helpline.