



## Codsall High Federation of Schools

### Anti-Bullying Policy

#### Aims

The aim of Codsall Community High Federation of Schools anti-bullying policy is to promote the moral, mental, physical well-being and development of all students by providing a healthy social learning environment. The schools reject all forms of bullying and intends to provide an atmosphere of safety and happiness for all students. 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.

#### Objectives

- To raise whole staff, student, parent and community awareness of the nature of the problem and ensure their commitment to and support of this policy.
- To promote good classroom management by all staff to ensure the development of mutual respect and consideration amongst students.
- To use a variety of strategies within the curriculum to promote the establishment of our aim.
- To create and maintain communication structures within the school which will enable incidents of bullying to be properly reported.
- To follow clear and appropriate procedures for investigating incidents of alleged bullying.
- To work positively, in partnership with parents, over incidents of bullying and attempt to ensure appropriate treatment and support of "the victim" and "the bully".
- To identify areas to be supervised by members of staff
- To ensure our procedures reflect the duty of care we have as part of our responsibility for child protection and is a coherent part of our Behaviour Management Policy and Practice.

### **What is bullying?**

Bullying is the wilful, conscious desire to hurt another, or put another person under stress, causing uncomfortable and unhappy feelings in that person. It can be 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 be the result of differences in personal factors (eg appearance, possessions, personalities, social background, gender, race or academic ability).

Bullying takes many forms and in determining whether bullying has taken place, **the views of the victim must be considered.**

Bullying can be:

- Emotional gestures                      being unfriendly, excluding, tormenting threatening
- Physical                              pushing, kicking, hitting, punching or any use of violence  
constant jostling/pushing around
- Racist                                  racial taunts, graffiti, gestures
- Sexual                                  unwanted physical contact or sexually abusive comments
- Homophobic                      because of, or focusing on the issue of sexuality
- Verbal                                  name-calling, sarcasm, spreading rumors, teasing, ordering  
others around, personal comments, family comments
- Cyber                                  All areas of internet, such as email & internet chat rooms  
Misuse, mobile threats by text messaging & calls,  
misuse of associated technology, i.e. camera & video  
facilities
- Intimidation                      making the victim fear your presence in a specific area,  
giving threatening looks
- Isolation                              the purposeful exclusion of an individual from her/his  
peers
- Property                              hiding, theft, damage, extortion

It is important that this behaviour is discouraged and/or dealt with whenever it is observed and that students understand that this behaviour is considered to be a form of bullying (whether or not the victim complains).

### **Dealing with Incidents of Bullying Towards Students**

The Pastoral Managers will keep a log of all bullying incidents in their year group. Incidents of bullying must be written onto the inclusion notes, to keep the pastoral staff informed of an incident. If a Head of Year or a member of the senior management team is involved in monitoring a bullying situation then the same rigor must be applied.

a) Checklist for all staff

- Never ignore a bullying incident;
- Act immediately;
- Challenge the bullying behaviour, and explain its offensive nature;
- Give sensitive support to the victim;
- Determine how much the perpetrator understands about his or her own behaviour;
- Be vigilant in the classroom and as you move around the school and look for any of the behaviours identified within the policy.
- Deal with the behaviour firmly and fairly making sure that the victim feels safe and feels that the incident will be dealt with
- Inform a pastoral Manager

### **Signs and Symptoms**

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- is frightened of walking to or from school
- doesn't want to go on the school / public bus
- begs to be driven to school
- changes their usual routine
- is unwilling to go to school (school phobic)
- begins to truant
- becomes withdrawn anxious, or lacking in confidence
- starts stammering
- attempts or threatens suicide or runs away
- cries themselves to sleep at night or has nightmares
- feels ill in the morning
- begins to do poorly in school work
- comes home with clothes torn or books damaged
- has possessions which are damaged or " go missing"
- asks for money or starts stealing money (to pay bully)
- has dinner or other monies continually "lost"
- has unexplained cuts or bruises
- comes home starving (money / lunch has been stolen)
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- is frightened to say what's wrong
- gives improbable excuses for any of the above
- is afraid to use the internet or mobile phone
- is nervous & jumpy when a cyber-message is received
- stops mixing with peers outside of school and becomes withdrawn at home

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated

### **The Form Tutor's Responsibility**

The Form Tutor is the 'front line' of the pastoral care system and is responsible for creating a good relationship with individual students so that the students feel they can discuss personal issues including bullying with them if necessary. Tutors need to be vigilant in assessing the wellbeing of their students, especially if they are particularly vulnerable for any reason. If a tutor detects signs or symptoms that a student is being bullied then this must be discussed with the student and the matter passed onto a Pastoral Manager and or Head of Year.

- **The Head of Year / Pastoral Managers / Assistant Headteacher – student support**

Heads of Year / Pastoral Managers / Assistant headteacher will use their judgment in deciding whether a situation referred to him/her is a minor one or a more serious one. The views of the victim will be important in assessing the situation but the victim should not be asked to confront the alleged perpetrator or argue their case in front of him/her.

If the incident is judged to be a **minor** one, the Head of Year / Pastoral Manager will take the following steps:

- Reprimand the perpetrator, pointing out that his/her behaviour is a form of bullying
- Ensure that the incident is written up on Sims behaviour management, and state that it has been resolved.
- Within a fortnight, the Head of Year / Pastoral Manager / Head of School Assistant Headteacher must follow up the incident by checking with the victim that there has been no repetition. This conversation is recorded on the back of the initial form. These conversations continue until the victim states that the issue has been resolved. To this end the victim controls closing the conversation.

More **serious** incidents will be characterised by their physical or persistent nature, and the emotional effect on the victim will be an important consideration in judging the seriousness of the bullying. Serious incidents will generally involve some malicious intent and their physical aspect may affect a person, their property or their 'space'. In these cases, the Head of Year / Pastoral Manager / Assistant Headteacher will take the following steps:

- Both the perpetrator and the victim will be asked to write his/her version of the incident or series of incidents, any witnesses will also be asked for their version of events). This will be written up on an incident log.
- In the case of a serious physical assault on another pupil, the Headteacher must be informed.

- Telephone the parents of the perpetrator and if appropriate, invite them into school to discuss the matter fully
- Telephone the parents of the victim, inform them of the situation, and invite them into school if appropriate.
- All incidents falling into this more serious category will be recorded on Sims and a copy kept in the bullying log in a folder. The Pastoral Manager for each year group will be responsible for this.
- The Head of Year / Pastoral Manager / SLT will ensure that all staff are aware of any serious incident through the Head of Year notes. The Head of Year will inform staff through staff briefing so that staff can continue to be vigilant for any continuation of the problem.
- The Tutor will also be asked to monitor the situation.
- All records, written reports and copies of letters to parents will be filed in Student Services.
- The Bullying Log will be reviewed regularly
- The Pastoral Managers / Heads of Year may mediate between the bully and the victim using Restorative Justice techniques
- Counseling may be offered to the victim and the bully through staff mentors or by involving the professional services of Base 25 or CAMH's, or the Hope project.
- The bully will be punished appropriate to the offence. This could include isolation at break and lunch time, detentions or a fixed term exclusion. In extreme cases this could result in a permanent exclusion.

The Executive Headteacher is the only person who can fix term or permanently exclude a pupil. The Deputy Headteacher will fulfill this role in the Headteacher's absence. However, the headteacher must be informed of any exclusions.

### **The Responsibilities of Parents**

Watch out for any signs of bullying behaviour

- Ring the school and ask to speak to your child's Head of House or a Pastoral Manager, or write a note immediately if there is any problem, or you suspect a problem but your child is reluctant to discuss it.
- Encourage your child to speak directly to their Form Tutor, Head of House or a Pastoral Manager
- Do not tell your child to get their own back or to hit the bully. The school does not tolerate violence of any kind. Bullies have often experienced a lot of violence and this method is unlikely to stop them or to change their behaviour.
- Parents must always monitor their child's use of social networking sites to ensure that bullying is not taking place on line as this is a criminal offence and can be reported to the police by the victim.

### **The Responsibilities of all Students**

- To treat students as they would like to be treated
- To recognize signs of bullying affecting others and to offer help to any student being bullied
- To inform the form tutor/Head of House/Pastoral Managers parents or another adult if they are being bullied or know of others who are being bullied

In order to prevent bullying a number of approaches will be used in order to adopt a bullying prevention ethos. They will include:

### **CURRICULAR APPROACHES**

- Raising awareness about bullying e.g targeting Anti-bullying week in assemblies
- Use Solution Focused language when dealing with students
- Restorative Justice / Anger Management sessions organized.
- PSHE lessons
- Assemblies promoting the positive tone and ethos of the school

### **REDUCING BULLYING BY TARGETTED APPROACHES**

- Staff mentors
- Counselling-based approaches using Base 25 and referral to CAMH's
- Transition activities

The school will review this policy through the governors annually and assess its implementation and effectiveness. The policy will be implemented throughout the school.

**Incident log**

Name of Student \_\_\_\_\_ Tutor group \_\_\_\_\_

Date \_\_\_\_\_

Reported incident

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Action taken

Statements taken	Parent/carer contacted (victim)	Parent/carer contacted (perpetrator)	Mentoring referral
Sanctions applied (state what)..	Teaching staff notified/tutor/HoH	Senior lunch time supervisor notified	SIT notified

Discussed in inclusion	Incident reported on SIMs	Mediation meeting held	Group meeting with other students
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1. Are you satisfied that this incident has been dealt with Y/N
2. Do you have any further concerns ? Y/N Follow up

Date \_\_\_\_\_

Discussion at follow up meeting

Signed student \_\_\_\_\_

Signed staff \_\_\_\_\_

Date \_\_\_\_\_