

Anti-bullying Policy and Guidelines

Statement of Intent

We are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. Bullying or harassment of any kind is unacceptable at our school. If bullying does occur, all pupils should be able to report it in the knowledge that incidents will be dealt with promptly and effectively. We are a TELLING school. This means that anyone who knows that bullying is happening to themselves or anyone else, is expected to tell the staff or use one of the other channels detailed in this policy.

What Is Bullying?

Bullying involves any repeated action on the part of one or more persons that victims find extremely hurtful. It should be noted that the above definition would, therefore, exclude one off events and could in some cases, perhaps, involve the so-called 'bully' or 'bullies' not realising the significance of their action.

Bullying can take different forms and can be blatant or exceptionally subtle.

Bullying can be:

- Emotional excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of aggression and intimidation.
- Racist racial taunts, use of racial symbols, graffiti, gestures
- Sexual unwanted physical contact, sexually abusive comments including homophobic comments and graffiti.
- Verbal name-calling, spreading rumours, teasing
- Extortion money, gifts, doing homework.
- Cyber All areas of internet, such as email & internet, chat room misuse
Mobile threats by text messaging & calls
Misuse of associated technology, i.e. camera & video facilities

Guidelines

Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Pupils who are bullying need to learn different ways of behaving and may themselves need help and guidance in this area. The school has a responsibility to respond promptly and effectively to issues of bullying.

Signs and Symptoms

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of possible signs that could indicate a reaction to bullying:

- is frightened of walking to or from school
- doesn't want to go on the school / public bus
- begs to be driven to school
- is unwilling to go to school (school phobic)
- begins to truant

- becomes withdrawn anxious, or lacking in confidence
- starts stammering
- damaged or incomplete work
- has possessions which are damaged or " go missing"
- asks for money or starts stealing money (to pay bully)
- has dinner or other monies frequently "lost"
- has unexplained cuts or bruises
- 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

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

The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly. No two cases are the same, which can make consistency of response difficult. Furthermore, it is widely accepted that whilst punishment of the bully may be deemed necessary, he or she almost certainly needs as much support as the victim.

Procedures and support systems in the school

- Pupils should be encouraged to report all cases of bullying to; form tutors, Heads of Year, Heads of School, peer mentors, school counsellor, buddies, pupil welfare office or any other responsible adult in the school (**see attached anti-bullying charter which is in all homework diaries**).
- Investigations of bullying incidents must be the responsibility of the Head of Year, **any member of staff who has an incident reported to them should record the incident/discussion and refer it to the appropriate Head of Year** who will investigate the issue.
- Some victims may only want to be supported from a distance or only require someone to listen and cannot be encouraged to report the incident to a member of staff. These pupils should be encouraged to seek advice from the school anti-bullying website and/or contact the peer mentors. The peer mentors are there to **'actively listen' and can be contacted in person or confidentially through the appropriate year group email address listed on the charter.**
- THE VICTIM NEEDS TO BE CONSULTED AS TO WHAT WOULD HELP THEM BEFORE A COURSE OF ACTION IS DECIDED. NEITHER THE VICTIM NOR THE BULLIES SHOULD BE SINGLED OUT AS THIS COULD LEAD TO FURTHER BULLYING.

Heads of Year need to follow the procedures detailed below when investigating incidents of bullying. Every case will be different and the procedures will need to be tailored to suit the individual circumstances.

1. Investigation: written statements if appropriate, from the victim, the bully and any third party witnesses who should be interviewed separately, but should not be singled out publicly.

2. The incident will be recorded by staff, copies of all correspondence and statements should be placed on file.
3. Counsel victim and perpetrator and contact parents if appropriate. Give support to all victims and perpetrators. Consider the public response to the incident.
4. An attempt will be made to help the bully (bullies) change their behaviour.

Actions and Sanctions

Examples are given below, a gradual/ graded approach has been used, Heads of Year need to tailor these sanctions and actions as appropriate to a particular case.
(see attached advice card for staff)

Outcomes

1. The individual incidents will be dealt with in accordance with the sanctions in the behaviour policy
2. In serious cases, exclusion will be considered
3. If possible, the pupils will be reconciled and given peer mentor support if appropriate.
4. After the incident / incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.
5. Support must be given to the bully to help change their behaviour as well as the victim.

Prevention

- The curriculum includes PCS, which focuses on the issue of bullying in the Y7 scheme of work, using the DfES film, discussions and role plays.
- Y7 Pastoral tutorial activities include workshops on anti-bullying.
- An anxiety box in school where pupils can ask for advice and help anonymously if they wish.
- A peer mentor support scheme- where trained volunteer sixth formers are available for help and advice.
- The school counsellor who is available by appointment through the school office.
- There is a anti-bullying school website www.lgsanti-grammar.co.uk, which can also be accessed from the main school website.

Help Organisations

Advisory Centre for Education (ACE) 020 7354 8321
1B Aberdeen Studios, 22 Highbury Grove, London N5 2EA
ACE is a registered charity independent of central or local government and gives free advice and support to parents of children in State schools.

KIDSCAPE Parents Helpline (Mon-Fri, 10-4) 0845 1 205 204
152 Buckingham Palace Road, London SW1W 9TR www.kidscape.org.uk
This charitable organisation provides free literature for parents, victims and schools.

Parentline Plus 0808 800 2222

Bullying Online www.bullying.co.uk

Get Connected 0808 808 4994
A free confidential helpline for young people that will help them get in touch with the right people to help them.

The Samaritans 020 7734 2800 or 0345909090
The helpline is freely available to all age groups

The Children and Violence project 020 7843 6309

National Children's Bureau 8 Wakely Street, London. EC1V 7QE

ChildLine 0800 11 11
Studd Street, London N1 0QW.

H. Makowski
(Lead for Anti-Bullying)

December 2009

Appendix 1

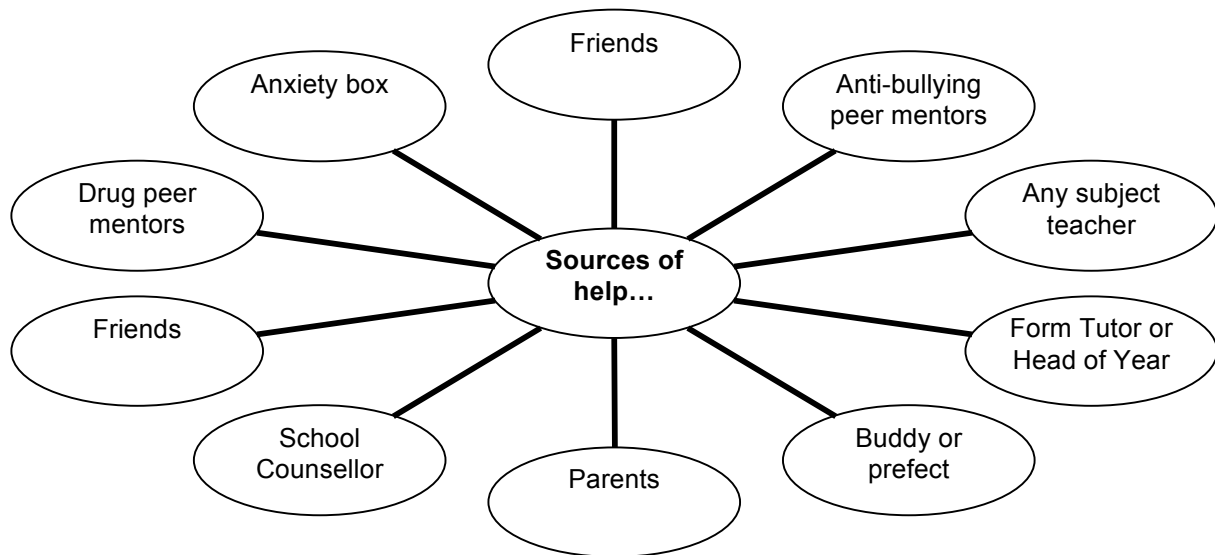
Anti-bullying charter

Langley Grammar School has a 'zero tolerance' policy to bullying. Any instances of bullying are taken seriously and dealt with promptly.

We are also a telling school, which means that anyone who knows that bullying is happening is expected to tell someone who can then do something to help stop it. By watching an incident and not telling anyone, you're helping the bully.

Sources of Help

Don't suffer in silence! There's lots of people you can talk to if you're worried about bullying:



Possible Solutions if you are being bullied that will be discussed with you:



Help from outside agencies

- | | |
|---|----------------|
| • Advisory Centre for Education (ACE) | 020 7354 8321 |
| • Children's Legal Centre | 0845 345 4345 |
| • KIDSCAPE Parents Helpline (Mon-Fri, 10-4) | 0845 1 205 204 |
| • Parentline Plus | 0808 800 2222 |
| • Youth Access | 020 8772 9900 |
| • Childline | 0800 11 11 |

School anti-bullying website

Accessed through the main school website or www.lgsanti-bullying.co.uk

You can fill in the web form on the website to report incidents of bullying and get confidential advice.

Appendix 2

Procedure for dealing with an incident of bullying in Langley Grammar School



Step 1

GET THE FACTS- A victim approaches a member of teaching staff/ support staff or staff have witnessed an incident.

Do not single them out in front of others, discuss confidentiality, record details on an incident sheet (template on 'O' drive Admin/Pastoral/Anti-Bullying Pastoral resources). PASS ON TO APPROPRIATE HOY



Step 2

HOYs- INVESTIGATE (may have to pass information on if CP issue). Professional judgement used as to what is happening.

Do not single out the victim or perpetrator in front of others

Victim and perpetrator interviewed separately

Written statements from all involved

Discussion prompts for interview with victim:

Who? When? What? Where? How Often?

How did they deal with it? How did they feel?

What would they like to do about it? VICTIM IS CENTRAL

When would they like to meet again to get feedback?



Step 3

ACTIONS AND SUPPORT- HOYs/Headteacher decide.

(as per sanctions in the behaviour policy) RECORD ACTION TAKEN ON CENTRAL RECORD AND MONITOR SITUATION.

For perpetrator – at all stages remind the perpetrator of the consequences of their behaviour, can and can't dos/ boundaries

Blue slip detention– with child doing anti bullying activities/peer mentor support

Pink slip detention

Removal of privileges

Headteacher interview

Informing parents

School counsellor

Internal exclusion at social times

Internal exclusion

Use of external agencies

Temporary exclusion

Permanent exclusion from school and be transferred to another school

For the victim

Assertiveness advice- help leaflets if required

Peer mentor support

School Counsellor

Informing parents

Informing child protection officer

Signposting to other services

Informing police or other outside agency

Feedback is Important !

Always give feedback to victims to tell them what has taken place to support them so they know you have done something.

Signs and Symptoms?

- Frightened of walking to and from school
- Unwilling to go to school
- Begins to do poorly in school work
- Becomes withdrawn and starts stammering
- Regularly has books or clothes go missing or are destroyed
- Becomes distressed and stops eating
- Cries easily and has nightmares
- Can become destructive or aggressive
- Starts stealing money(to pay bully)
- Is frightened to say what is wrong
- Attempts suicide or runs away
- Seems upset by texts or websites

These could all be signs of other problems- not necessarily bullying- but these signs need investigating.