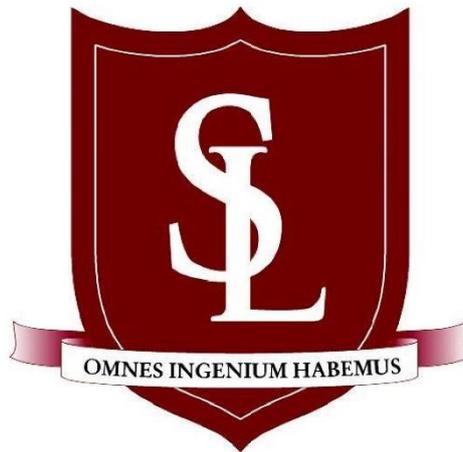


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# ANTI-BULLYING POLICY

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South Lee School

**Prepared by: J Coventry (Deputy Head and DSL)**

**Approved by: Safeguarding and Welfare Committee of South Lee School comprising of governors, senior management team and DSLs**

**Signature of the Chair of Governors: Anthony Holliday**

**Date Approved: September 12<sup>th</sup> 2016**

**Date for Review: September 12<sup>th</sup> 2017**

## **SOUTH LEE ANTI-BULLYING POLICY**

*This policy applies to all pupils at South Lee School, including those in the EYFS.*

### **RATIONALE**

The governors and staff at South Lee School are completely opposed to bullying and will not tolerate it. We believe that challenging bullying effectively will improve the safety and happiness of our pupils. All members of the school community have a right to work in a secure and caring environment. They also have a responsibility to contribute, in whatever way they can, to the protection and maintenance of such an environment.

### **MISSION STATEMENT**

South Lee School actively promotes positive interpersonal relations between all members of the school community. This policy has been developed with regard to the DfE guidance from [Preventing and Tackling Bullying](#) (revised October 2014) and is closely linked to the school's behaviour policy. It is available to all parents and pupils on the South Lee website and pupils regularly receive updates on the acceptable treatment of other pupils from staff in a variety of forms. The policy is reviewed annually.

### **PRINCIPLES**

The School's aims to provide a secure, caring and stimulating environment where pupils feel happy and safe and can be themselves. It also aims to support and model positive relationships, encouraging skills of teamwork, leadership, tolerance and personal responsibility.

- Pupils have a right to learn free from intimidation and fear.
- The needs of the victim are paramount.
- South Lee School will not tolerate bullying behaviour.
- Bullied pupils will be listened to.
- Reported incidents will be taken seriously and thoroughly investigated.

### **DEFINITION OF BULLYING**

There are many definitions of bullying, but most consider it to be:

- deliberately hurtful (including aggression)
- repeated often over a period of time
- difficult for victims to defend themselves against

### **The various types of bullying may include:**

- physical – hitting, kicking, taking belongings
- verbal – name calling, insulting, making offensive remarks
- indirect – spreading nasty stories about someone, exclusion from social groups, being made the subject of malicious rumours, etc.
- through the use of technology: mobile phones, e-mails, etc.,

Bullying is an act of aggression, causing embarrassment, pain or discomfort to someone. It can take a number of forms; physical, verbal, making gestures, extortion and exclusion. It is an abuse of power. It can be planned and organised, or it may be unintentional. It may be perpetrated by individuals or by groups of pupils.

## **FORMS OF BULLYING**

There are many different forms of bullying. Staff should be aware of the following:

- Physical violence such as hitting, pushing or spitting at another pupil.
- Interfering with another pupil's property, by stealing, hiding or damaging it.
- Using offensive names when addressing another pupil.
- Teasing or spreading rumours about another pupil or his/her family.
- Belittling another pupil's abilities and achievements.
- Writing offensive notes or graffiti about another pupil.
- Excluding another pupil from a group activity.
- Ridiculing another pupil's appearance, way of speaking or personal mannerisms.
- Misusing technology (internet or mobiles) to hurt or humiliate another person.

## **LINKS WITH OTHER SCHOOL POLICIES**

This policy is written in line with the safeguarding (which includes e-safety) and behaviour policies and the school's promotion of fundamental British values strategy.

## **PARTICIPATION & CONSULTATION PROCESS**

At South Lee, we take anti-bullying education very seriously. We include the following strategies in educating pupils, parents and staff.

- Awareness raising programmes for pupils and parents.
- Monitoring of pupils through the welfare system (traffic lights)
- Obtaining the views of elected student representatives e.g. school council and prefects
- Seeking the views of parents at information evenings.
- Regular monitoring, evaluation and review of the Anti-Bullying Policy
- Review of any incidents regarding behaviour, including the bullying log.
- Regular review of pupil progress booklets scaling document by form teachers in order to monitor individual pupil happiness and wellbeing.

## **RESPONSIBILITIES**

### **The Responsibilities of Staff**

Our staff will:

- Foster in our pupils self-esteem, self-respect and respect for others
- Demonstrate by example the high standards of personal and social behaviour we expect of our pupils.
- Discuss bullying with all classes, so that every pupil learns about the damage it causes to both the child who is bullied and to the bully and the importance of telling a teacher about bullying when it happens.
- Be alert to signs of distress and other possible indications of bullying.

- Listen to children who have been bullied, take what they say seriously and act to support and protect them.
- Report suspected cases of bullying to the School's DSL: Jo Coventry (Deputy Head) or Donna Macfarlane ADSL and School Nurse.
- Follow up any complaint by a parent about bullying, and report back promptly and fully on the action which has been taken.
- Deal with observed instances of bullying promptly and effectively, in accordance with agreed procedures.

### **The Responsibilities of Pupils**

We expect our pupils to:

- Refrain from becoming involved in any kind of bullying, even at the risk of incurring temporary unpopularity.
- Intervene to protect the pupil who is being bullied, unless it is unsafe to do so.
- Report to a member of staff any witnessed or suspected instances of bullying, to dispel any climate of secrecy and help to prevent further instances.

*Anyone who becomes the target of bullies should:*

- Not suffer in silence, but have the courage to speak out, to put an end to their own suffering and that of other potential targets.

### **The Responsibilities of Parents**

We ask our parents to support their children and the school by:

- Watching for signs of distress or unusual behaviour in their children, which might be evidence of bullying.
- Advising their children to report any bullying to their form tutor in the first instance or the DSL or ADSL Jo Coventry or Donna Macfarlane and explain the implications of allowing the bullying to continue unchecked, for themselves and for other pupils.
- Advising their children not to retaliate violently to any forms of bullying.
- Being sympathetic and supportive towards their children, and reassuring them that appropriate action will be taken;
- Keep a written record of any reported instances of bullying
- Informing the school of any suspected bullying, even if their children are not involved;
- Co-operating with the school, if their children are accused of bullying, try to ascertain the truth. And point out the implications of bullying, both for the children who are bullied and for the bullies themselves.

### **The Responsibilities of All**

Everyone should:

- Work together to combat and, hopefully in time, to eradicate bullying.

## **PREVENTATIVE MEASURES**

Within the school community:

Pupils are reminded of the importance of kindness, inclusion, tolerance and acceptance. This is done through assemblies, PSHE, individual discussions with pupils and through the culture of the school where staff are expected to model positive and inclusive behaviour at all times.

Within the classroom, staff set an expectation of inclusion, respect and encourage pupils to value each others' talents and differences. Misbehaviour is not tolerated.

All incidents of bullying or difficulties between pupils are kept on file in the pastoral records. For incidents of bullying, these are kept on the bullying log which is held with the Deputy Head.

## **PROCEDURES FOR DEALING WITH INCIDENTS OF BULLYING BEHAVIOUR**

The victim:

- Listen to, and reassure, the pupil that the school will do all it can to help them
- Try to give them the confidence to tell you exactly what has happened
- Explain that revenge is not an appropriate response
- Deal with the incident yourself, initially, and complete an incident form (ask a colleague for help if you are unsure of what to do)
- Pass the completed form on to the Deputy Head. This is vital as all bullying incidents need to be logged.
- Explain that we shall talk with the bully and try to help them to modify their behaviour
- Give continued support to the pupil concerned and check at a later date that bullying is not continuing

The bully:

- Make the child aware that their behaviour is unacceptable
- Explain clearly and precisely what behaviour is causing distress to the victim
- Make the child aware of the consequences, if bullying continues
- Discuss ways in which the child must change his/her behaviour
- Make notes of what action you have taken
- Inform the Headmaster, Deputy Head or House Tutor of any action taken
- Monitor the child's behaviour over the next few weeks

### **Constraints**

However good our efforts are to resolve these problems, strategies often have to operate within a number of constraints:

- Incidents need to be resolved, not just smoothed over
- Those who feel aggrieved want to see 'justice' done
- Blame is rarely one-sided
- It may never be possible to prove what has really happened
- Exclusion of the alleged bully may not resolve the problem
- Levels of tolerance vary enormously for pupils and parents
- Expectations may be unrealistic
- The 'victim' may turn out to have been the bully!

### **Strategies**

- There is a wide range of resources available commercially on how to deal with bullying. Some are available in school or via the internet. All staff are encouraged to make the

Headmaster aware of publications that appear to be particularly good. The DfEs publications: '[Preventing and tackling bullying](#)' and '[Behaviour and discipline in schools](#)' are both useful documents.

- Professional Development sessions focussing on the themes of Safeguarding children and bullying ([SAFEgIC](#), [NSPCC](#) and [DfE](#) resources to be used, amongst others) to encourage a consistent and approach to any problem that may arise.
- Themed discussions in PSHE & Citizenship
- Posters around the school, encouraging children to think and talk about bullying as well as kindness and tolerance as important character traits.
- Assemblies focussing on communication, behaviour, being kind, thinking of others, etc.,
- Reinforcement of the South Lee ethos in various ways:
  - encouraging children to 'look after' new pupils
  - regular discussions of children 'at risk'
  - a proactive approach
  - rewarding good behaviour/kind actions through merit marks, Richard Spring cup and Lady Miriam cup.
  - Peer Mentor scheme (Year 8s supporting younger pupils)
  - Circle of friends (to help vulnerable pupils)
  - Individual 'coaching' of pupils being bullied or struggling with friendships by members of staff to help learn strategies to stand up for themselves as well as other anti-bullying strategies
  - Individual 'coaching' for those doing the bullying by the Deputy Head including regular meetings to monitor and discuss behaviour, progress and use of solution focussed techniques to help change behaviour.

At Nursery level, children are encouraged to be kind and think of others. We focus on positive reinforcement and good behaviour is rewarded with praise and stickers. Our Nursery is well-staffed, with experienced practitioners and children are monitored carefully at all times.

Steps taken to support and respond to the needs of both bullied and bullying pupils.

- Records kept
- Action which may be taken
  - Contacting parents/carers of all pupils concerned in the bullying incident.
  - Investigation.
  - Feedback to those concerned.
  - Sanctions.
  - Contacting relevant professionals eg. EWO, Behaviour Management Team, Education Psychology, Pupil Personal Development Team

## **CONTINUOUS PROFESSIONAL DEVELOPMENT OF STAFF**

Staff are encouraged to question or challenge any behaviour that appears to be unkind that they might witness and investigate behaviour that is reported to them. Regular discussions at staff meetings and information sent out via email inform staff of any ongoing situations. Each pupil also has a pastoral record where information. Staff are encouraged to read the anti-bullying policy once a year and procedures are enforced by SMT.

In terms of dealing with bullying, staff teach PSHE and so have a good understanding of this subject. The school also promotes anti-bullying stance with special events and assemblies.

Staff are encouraged to read up and share good practice regarding the promotion of positive behaviour and to model this behaviour at all times. Staff that show particular interest may attend courses and cascade their knowledge to others.

Bullying behaviour is discussed within the context of Safeguarding at annual reminders and full training.

### **MONITORING AND REVIEW**

This policy is reviewed annually by the SMT and the Governing Body. See Front Cover for latest review date. There is ongoing monitoring of and reflection on anti-bullying in school. Also see behaviour policy and safeguarding policy.