

POLICY:

ANTI-BULLYING

PERSON RESPONSIBLE: Assistant Headteacher **MONITORING:** Heads of Year (Pastoral)

DATE: September 2017

REVIEW DATE: September 2019

Adopted by Governors on 29th November 2017

RATIONALE

Every student should not only be safe, but also feel safe at all times within the school environment and during his or her journey to and from school.

PURPOSE

- To recognise that even within Paget High School's friendly atmosphere some degree of bullying will inevitably take place. The school identifies bullying as: "The conscious act of hurting, threatening or frightening someone."
- To ensure that all incidents of bullying are reported to staff.
- To ensure that action is always seen to be taken by staff in response to reported and witnessed bullying.
- To work in partnership with the parents/guardians of both victims and instigators in the drive to eliminate bullying.
- To continue to maintain and encourage an ethos amongst students, which both identifies and concerns all forms of bullying behaviour.
- To enlist all available forms of 'peer support' to prevent and respond to incidents of bullying using supporters from all years, including Years 12 and 13, where appropriate.

PRINCIPLES

- A student reporting an incident of bullying is always listened to and reassured by any member of staff.
- That all incidents of alleged bullying are written down.
- That the alleged bully has an opportunity to explain their version of events.
- That appropriate action is always taken to prevent the recurrence of the bullying behaviour.
- That copies of the completed Potential Bullying Incident Forms are retained, monitored and reviewed on a regular basis by a member of the pastoral team (AB).
- That if any allegation of bullying is substantiated by staff investigation, the parents/guardians of both alleged victim and bully should usually be informed.
- Every tutor room shall display an anti-bullying poster [A3 size] which explains how the school responds to any individual who feels that they have been bullied.
- A 'bullying survey' will be conducted regularly amongst all students to measure the success of the policy.

WORKING PRACTICE: ANTI-BULLYING

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Bullying can happen in all areas of a school and is not confined to breaks and lunchtimes. Bullying can be verbal as well as physical and might include racial or sexual harassment, rude gestures, intimidation, ostracism and extortion. Cyber bullying can also be employed by the bully/bullies. This must be confronted as determined by the school. This negative and devaluing behaviour often targets physical appearance, gender, sexual orientation, race, special needs, religion and ethnic origin.

Watch for signs of distress in students, including irregular patterns of attendance and illness. Look out for physical signs such as bruising or damaged clothing. If you think that a student is being bullied, talk to his/her form tutor or HOY. DO NOT IGNORE THE WARNING SIGNS.

A student who wishes to make a complaint should go to:

- Any member of staff.

Anyone who receives a complaint must act immediately when a racist incident takes place:

- Record the incident on the first side of the Incident form. This can be found in the staff shared area, in the staffroom or on the SSC.
- Offer clear support to the pupil who has been insulted or rejected and do not criticise him or her for showing anger.
- Explain to the person making the complaint that the form will be passed on to the Pastoral Deputy (DD) or HOY, who will investigate the incident further.

The Pastoral lead (HOY / SSC or DD) will:

- Arrange a one to one meeting with the person making the complaint.
- Offer clear support to the student who has been insulted or rejected and do not criticise him or her for showing anger.
- Establish whether or not the complaint is valid.
- Arrange a one to one meeting with the offender.
- Strongly criticise the prejudicial, bullying or racist behaviour and make clear to the student that the school will not tolerate such behaviour. Even one-off incidents of verbal racial abuse could lead to exclusion.
- With the permission of the victim, arrange a meeting between victim and offender in an attempt to resolve any difficulties, which might have led to the reported incident.
- Decide on the appropriate action to be taken and complete the Action Taken part of the PB/RI form.

- Make a judgement as to whether parents should be informed.
- Photocopy the completed Incident Form and ensure that a copy is placed on the personal file of both victim and instigator.
- Follow up any incidents with both (all) involved to assess impact of the intervention and establish if more support is needed for either.
- Keep all staff involved with the students informed so that close monitoring can take place.