Anti-Bullying Policy for the academic year 2018/2019

Policy Area

Key Document

Author

Executive Headteacher

Version

1.0

Last Updated

May 2018

Adopted by the Local Advisory Board (LAB)

TBC

Next Review

Policy to be reviewed annually – May 2019

Bullying is not tolerated in any form at Coombe Wood School.

This policy aims to create an environment where pupils are free from any kind of bullying by other members of the school community. It has been created to ensure that pupils feel a strong sense of wellbeing, security and happiness inside and outside the school, and also with the aim of opening up channels of communication between students, staff, parents/carers, other members of the community, and relevant support networks when necessary.

This document has been created using information from the London Borough of Croydon, the Department for Education, the School Discipline and Pupil Behaviour Policies: Guidance for Schools, Safeguarding Children and Safer Recruitment in Education documents, Stonewall, and Children's Cyber bullying guidance.

Reasons for the Policy

All students at Coombe Wood School have an equal right to participate in and enjoy their education, and to have the opportunity to fulfil their potential. Any action which hinders the educational and/or social development of any student will not be tolerated.

What is bullying?

There is no definite definition of bullying but it can be defined as a conscious desire to hurt, threaten or frighten someone and may take the form of those mentioned in the table below. Bullying is generally not a one off incident, but can be, and can differ depending on the reaction of the victim, and how personally they take the comments.

Bullying can be:

Emotional (Mental)	Being unfriendly, excluding, tormenting (e.g. hiding students' equipment- threatening gestures) Verbal comments
Physical	Pushing, kicking, hitting, punching or any case of violence
Racist	Racial taunts, graffiti, gestures. Use of inappropriate language.
Sexual	Unwanted physical contact or sexually abusive comments.
Homophobic	Because of, or focusing on the issue of sexuality, using verbal abuse, including spreading rumours that someone is gay or suggesting that something or someone is inferior and so they are 'gay'. Homophobic bullying occurs when bullying is motivated by a prejudice against lesbian , gay, bisexual or transgender people (LGBTQIA+- Lesbian, Gay, Bisexual, Transgender, Queer, Intersex and Asexual).
Verbal (Mental)	Name-calling, sarcasm, spreading rumours, teasing.
Cyber bullying	For example, sending malicious emails or text messages, setting up web sites to invite abuse of students, taking pictures of a student when they are not compliant or aware and placing it on a social networking site.

What is cyber bullying?

Cyber Bullying is bullying done through the use of technology, for example, but not limited to: text messaging, phone calls, emails, postings on websites. Most recently Snapchat, Instagram, Whatsapp and Twitter have been used as platforms on which cyber bullying can occur. If cyber bullying does occur:

- Do not respond.
- Secure and preserve any evidence and print off any computer evidence.
- If bullying occurs on a social networking site, inform the site and ask for this to be removed.
- Report this to one of the School's E-Safety Co-ordinators immediately (Mrs Lattimore or Mr Holding), or your Head of Year.

What will this policy do?

Promote positive attitudes towards all members of the school community.

- Encourage an atmosphere and ethos where bullying is prevented.
- Ensure that all staff, students and parents/carers are all aware of what constitutes bullying.
- Encourage students to report incidents of bullying, by educating them on why it is wrong and who to tell.
- Ensure that bullying incidents are taken seriously, followed up, and dealt with appropriately.
- Encourage everyone to actively challenge bullying whenever and wherever it occurs.
- Ensure that all students are aware that no bullying is tolerated.

How will this policy be put into practice?

- Positive attitudes towards each other will be promoted through the PSHE programme, assemblies, tutor time, and all other aspects of school life.
- Procedures have been drawn up for staff to follow for when bullying incidents are reported to them.
- Bullying incidents will be taken seriously, and dealt with sensitively by the appropriate member of staff.
- Staff will be expected to actively promote and implement a whole school ethos that is opposed to bullying in all forms.
- Students will be informed of the school's policy and procedures through the PSHE programme and assemblies. They will be encouraged to report incidents of bullying to student council members and their tutor, Head of Year, DSL or any member of the teaching or non-teaching staff.
- A programme of support for 'bullies' and 'victims' will be developed which may or may not include mediation.

Criteria for success

➢ Students feel safe and happy, and so succeed at school.
➢ Students and parents/carers have confidence in the school's procedures for dealing with bullying.

Monitoring and Evaluation

➢ All accounts of bullying will be kept in the files of all those students involved. This includes those who may have not been directly involved in the events but failed to report the incidents or encouraged such anti-social behaviour.
➢ Incidents of bullying will be monitored by the Pastoral Team, who will look at trends in year groups, reasons for bullying, types of bullying etc. Support from the Borough will be sought to undertake bullying surveys each year and comparisons made with the previous year.

General procedure in place for reporting incidents of all types of bullying

➢ The pastoral staff will investigate any complaint received.
➢ All those involved in the incident will be interviewed separately, and written statements obtained using the student statement form, and kept in student files.
➢ If a complaint is upheld, the parents/carers of the offending student will be informed of any sanctions imposed, and may be asked to come into school to discuss this further.
➢ Sanctions may be enforced as discussed by the Head of Year and Senior Pastoral Team.
➢ A meeting (or meetings, if required) will take place between the bully and victim for a process of reconciliation, if appropriate.
➢ The situation from this point onwards will be closely monitored.

Guidelines for reporting incidents of bullying

If you are being bullied, try to stay calm and ask the bully politely and assertively to stop acting in the way that is upsetting you. Get away from the situation as quickly as possible, and tell an adult what has happened straight away. If you are concerned about telling a teacher or an adult on your own, ask a friend to go with you. Speak to a member of staff. If you experience bullying by mobile phone, text message or email, do not delete it, keep it as evidence. Do not try to take matters in to your own hands using bribery or violence.

More information can also be sought from:

Childline Telephone: 0800 1111 (free phone)

Guidelines if you know someone is being bullied

➢ Let a teacher or other adult know what is happening.
➢ Try to be a friend to the person being bullied.
➢ **Refuse** to join in with the bullying.
➢ **Do not** use violence or be disrespectful in an attempt to stand up for someone.

Guidelines for bystanders

The school's culture and ethos is to respect each individual and to report any knowledge of bullying to a member of staff. Failure to comply with this can result in you becoming subject to the same punishments as the bully.

Guidelines for parents/carers

Look out for signs of anxiety, such as unwillingness to go to school, or a pattern of headaches or stomach aches, which could be an excuse for not coming to school.

➢ Monitor the use of the internet by your child, especially the use of social networking sites. Find out how to block sites on your child's computer. Further information can be found at http://support.rm.com/_rmvirtual/media/downloads/e-safety-parents-guide.pdf
➢ If you think your child is being bullied inform the school immediately and ask to speak to the Head of Year. If bullying persists keep a record of the details.
➢ Do not encourage your child to hit back.

Coombe Wood School will endeavour to work alongside parents to ensure that the bullying stops and their child is safe, as well as providing support to the victim and perpetrator.

More information for parents/carers can be found at: Parentline Plus - Telephone: 0808 800 2222

Guidelines for members of staff

Look out for signs of isolation in members of your form, especially if accompanied by deterioration in work, erratic attendance, weak interactions with other students and drastic personality changes.

➢ Be aware of the opportunities for bullying using mobile phones, cameras, computers and the internet. Monitor student activities carefully.
➢ If approached by a student, take the incident seriously and record all details. Pass this information onto the Head of Year or senior member of pastoral staff immediately.
➢ Reassure the student; do not make them feel that they are telling tales or imply that the bullying is their own fault.

Support for victims of bullying

➢ Discussing the experience with a member of staff.
➢ Restoring self- confidence and self-esteem.
➢ Mediated discussions to take place with the bully, to promote reconciliation.

Recording

➢ All those involved in the incident, including the member of staff to whom the bullying was disclosed, will record the events in writing, using the student statement form.
➢ All bullying incidents are logged on the school's bullying log on SIMS.
➢ The parents/carers of students involved will be provided with details of the incident.

Disciplinary penalties

At Coombe Wood School disciplinary penalties have 3 main purposes:

➢ To impress on the perpetrator(s) that what they have done is unacceptable, and to hold them accountable for their behaviour.
➢ To deter (prevent the occurrence of) the perpetrator from repeating any bullying.
➢ To deter other students and send a clear message that this behaviour is unacceptable.