

PEN Y DRE HIGH SCHOOL



[Translation: The greatest treasure is goodness]

ANTI- BULLYING POLICY

*Reviewed and approved by Governors on
10th December 2014*



Anti-Bullying Policy

Revised November 2014

Pen-y-dre High School recognises its responsibilities to identify and intervene and seek to prevent bullying.

All Pupils at Pen y dre have the " Right to be Safe" Article 19 under the United Nations Convention on the Rights of The Child.

Definition of Bullying

Bullying is repeated behaviour over a period of time which makes other people feel uncomfortable or threatened whether this is intended or not and becomes difficult for those being bullied to defend themselves. There are different sorts of bullying, but the four main types are:

PHYSICAL - hitting, kicking, taking or hiding belongings including money
VERBAL - name-calling, teasing, insults, remarks relating to race, religion and culture, homophobic, biphobic bullying, SEN and disabilities, sexist and sexual bullying either in person, writing unkind notes or via 'cyber bullying.'

INDIRECT - being unfriendly, excluding someone from social groups, tormenting, spreading rumours, either in person or via 'cyber bullying.'

DIGITAL - using Mobile phones, Text messaging, Internet- Twitter, Face book.

People react differently. It is not always possible to tell if someone is hurt or upset.

Aims

The aim of our anti-bullying policy is to clarify for pupils and staff that bullying is always unacceptable. We wish to encourage an environment where independence is celebrated and individuals can flourish without fear. Every pupil has the right to be safe and happy in school, and to be protected when they are feeling vulnerable.

Possible signs

Pupils who are being bullied may show changes in behaviours, such as becoming shy and nervous, feigning illness, taking unusual absences or clinging to adults. They may show changes in their work patterns, may lack concentration or may even truant from school.

Encouragement to tell

It is important that we create an atmosphere in the school where pupils who are being bullied, or others who know about it, feel that they will be listened to and believed, and that action taken will be swift but sensitive to their concerns. Not telling protects the bully or bullies, and gives the message that they can continue, perhaps bullying others too.

Statutory duty of schools

Head teachers have a legal duty under the School Standards and Framework Act 1998 to draw up procedures to prevent bullying among pupils and to bring these procedures for the attention of staff, parents and pupils.

Procedures

In the first instance, it is important to make it clear to the victim that revenge is not appropriate and to the bully that their behaviour is unacceptable, and has caused distress. Every effort is made to resolve the problem through counselling of both parties.

Parents of both parties are informed of what has happened when necessary, and how it has been dealt with. It is vital that everything that happens is carefully recorded in a clear factual way.

If the bullying continues, and counselling with the Learning Champion has not worked, then sanctions follow. It is important that counselling is maintained for both parties, even when sanctions have been applied. In cases where discriminatory incidents are reported the relevant documentation must be completed by the staff dealing with the incident (see forms attached)

The assistance of external agencies, e.g. School Councillor, Community Police, may be sought. The Community Police officer for Pen-y-dre is PC Wayne Matthews.

To Students

If you are being bullied, or you know that someone else is, please tell us straight away, and it will be dealt with. Not telling means the victim will continue to suffer and the bully will carry on, probably with others too. All pupils can report any incidents of bullying using the school bullying email address- bullying@penydre.merthyr.sch.uk. You can also tell a friend, parent, form tutor, Learning Champion (also referred by some parents as Head of Year) or any adult you can talk to. We all have a responsibility to make sure that bullying is not allowed to continue in our school. All students have access to the bullying domain address- bullying@penydre.merthyr.sch.uk. They can report any experiences of bullying confidentially and the matter will be dealt with immediately by Learning Champions and/or SLT.

To parents

If you think your child may be being bullied, or they tell you that they are, please let us know straight away by contacting their form tutor or Learning Champion. Please reassure them that we will deal with it sensitively but firmly. If your child tells us they are being bullied, or we discover that they are bullying others, we will contact you when necessary and will discuss together how the situation can be improved.

To teachers

If you think that bullying is happening, talk to the pupil concerned and ask them what has been happening. Either ask them to write it down, or do so yourself, so that it can be passed on to the form tutor/ Learning Champion or Assistant Head teacher, Leader of Learning. We need to be particularly vigilant at breaks and travelling times, around corridors, between lessons and in the area of the playground and the toilets. These are times and places where victims are more vulnerable and bullying is not easily seen.

(Issues relating to bullying of staff are dealt with separately in the county guidance on harassment.)

Safeguarding children and young people

Staff should be aware that in certain instances, cases of bullying may need referring to the Safeguarding Officer, when there is 'reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm'.

Curriculum work can enhance this policy in two ways:

1. By dealing with the topic of bullying, in a way which explores why it happens and gives alternative ways of behaving, and dealing with difficulties, through inclusion in P.S.E., form tutor time, school council, assemblies and subject areas as appropriate, in an attempt to eradicate such behaviour.
2. By using teaching methods which encourage co-operative work and a variety of groupings so that students extend their relationships beyond a small group of friends, learning to celebrate diversity and respect difference.

In addition events such as Anti-Bullying week which takes place in November each year are important for raising awareness and pupils complete an Anti Bullying survey to obtain their views. PASS data is used to inform developments for targeted support and interventions such as SAP, restorative practice and school based counselling. Form tutors also use it to support the well-being of pupils in their form. Concerns about bullying are discussed on Transition and a section included in the Welcome Booklet designed for Year 6. All learners are able to report incidents of bullying or concerns by emailing the

bullying@penydre.merthyr.sch.uk domain name and ask staff or an adult in school for help. This can be done confidentially. If you feel comfortable you can contact any staff directly by also talking to them confidentially.

Equality Act 2010

The school has a duty to promote the interests of members of minority groups (pupils or staff) who are protected under the Equality Act 2010; i.e. Race, Gender, Transgender, Religion or Belief, Disability, Sexual Orientation, Pregnancy or Maternity and Marriage and Civil Partnership and will not tolerate any form of bullying targeting members of these groups.

Criminal Law

There may be occasions where police involvement may be necessary e.g. if school staff feel that an offence may have been committed especially cyber bullying. Under the Malicious Communication Act 1998, it is an offence for a person to send an electronic communication to another person with the intent to cause distress or anxiety or to send an electronic communication which conveys a message which is indecent or grossly offensive, a threat, or information which is false and known or believed to be false by the sender.

Bullying outside school premises

The Head teacher has the power to discipline pupils for poor behaviour outside of the school premises. This can relate to any bullying incidents occurring anywhere off the school premises, such as on school or public transport, outside the local shops or in the community. The Head teacher will consider whether it is appropriate to notify the police or anti-social behaviour coordinator in the local authority of the actions taken against a pupil or if the misbehaviour could be criminal or poses a threat to a member of the public.

Implementation

The following steps may be taken when dealing with incidents:

- If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who has been approached.
- If in the schools view there is an incident of bullying a clear account will be required.

- A clear account of the incident will be recorded by the Learning Champion in the 'bullying incident' category attached to the perpetrators' name/s. Written accounts will be taken from all parties concerned, and these will be given to the relevant Learning Champion together with an outline of the incident. Names/ages of all parties must be recorded, together with location of incident/s/date/time, details, type of incident, gender/ethnicity of victim/perpetrator, action taken, support offered, whether a pattern of behaviour is appearing, whether outside agency help has been sought, and whether the incident has been resolved.
- Form Tutors and Learning Champions/Leader of Learning teacher will be kept informed, and if it persists the Form Tutor will advise the appropriate subject teachers
- Parents will be kept informed
- Punitive measures will be used as appropriate and in consultation will all parties concerned
- On behalf of the head teacher, Mrs Alison Jones will be responsible for monitoring bullying (and racist incidents) will collate all incidents of bullying and provide a summary each term for governors detailing number of incidents etc

Pupils

Pupils who have been bullied will be supported by:

- offering an immediate opportunity to discuss the experience with a Form Tutor or member of staff of their choice
- reassuring the pupil
- investigation of the incident reported
- offering continuous support and use of bullying monitoring sheet to inform necessity for follow up or if further course of action required
- restoring self-esteem and confidence
- Circle time
- Buddies
- SAP
- being offered access as appropriate School Based Counselling or external agencies
- Regular communication to take place with parents/carers, useful contact agencies shared ***
- Records are shared and signed by pupil

Pupils who have bullied will be helped by:

- discussing what happened
- discovering why the pupil became involved
- establishing the wrong doing and need to change
- Group work
- School Buddies
- Family Liaison Officer
- Circle time
- SAP
- Use of external agencies e.g. restorative justice, police liaison officer
- informing parents or carers to help change the attitude of the pupil
- Records are shared and signed by pupil.

The following disciplinary steps can be taken:

- Official verbal warnings to cease offending
- detention
- meeting with parents
- Internal exclusion
- fixed-term exclusion
- Referred to outside agencies

The school will endeavour to apply sanctions fairly, proportionately, consistently and reasonably.

If parents feel the complaint has not been dealt with in a satisfactory manner, then they should be informed of the general complaints procedure.

Monitoring, Self- Evaluation and Review

The school will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school. This also includes the Pupil Voice and Well Being survey.

The SLT member responsible for collating all bullying incidents will provide a summary each term for governors detailing:

- number of incidents
- type of incidents
- age of victim/perpetrators
- location of incident
- gender/ethnicity of victim/perpetrator
- action taken
- involvement of external agencies

Appendix 1- Bullying incident form.

Appendix 2- Bullying Questionnaire.

Appendix 3- Anti- Bullying Week, important contact numbers.

Appendix 4- Copy of a letter to parents.



Bullying Incident Recording Sheet

Please either type or complete the following form using black ink
 Within 24 hours of the incident taking place, please ensure that a signed copy of this form is:

- Saved on the child's school file
- If appropriate saved on the child's safeguarding file

SCHOOL	
NAME OF CHILD / CHILDREN INVOLVED	
YEAR (s) / DOB (s)	
DATE / TIME	

DETAILS OF INCIDENT

Including type of bullying (*see overleaf) what happened, perpetrator name, where it happened, when it happened (date)

WITNESSES Views of young person / parents

Including victim and perpetrator

OUTCOME / ACTION TAKEN

Including for victim and perpetrator

Signed: _____ Date: _____

Designation: _____

***Types of bullying**

Physical, Verbal / psychological, Socio economic, Racist , Sexist / Sexual Homophobic, Cyber bullying, Faith Based, SEN, Gifted / talented

Racist bullying should be explicitly discussed in the setting and there must be clear guidelines for dealing with incidents. The Governing Body is required to record all racists incidents that take place in the school and report them to the LA.

Please answer the following questions by ticking the appropriate box/boxes or by writing your answers in the spaces provided.

**THIS QUESTIONNAIRE IS STRICTLY CONFIDENTIAL.
YOUR ANSWERS WILL REMAIN ANONYMOUS. HONEST ANSWERS WILL HELP US AND YOU!**

1. Tick the box to show which year you are in

Year 7		Year 8		Year 9		Year 10		Year 11			
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2. In your opinion, which of the following do you think counts as bullying? (Tick as many as you want)

Note passing		Being pushed	
Being ignored		Being hit or kicked	
Teased or name calling		Your things being taken or damaged	
Being threatened		Money demanded	
Others you can think of:			

3. Have you ever been bullied?

YES	Regularly		NO	
	Occasionally			

IF YOU ANSWERED YES TO QUESTION 3, PLEASE ANSWER ALL THE FOLLOWING QUESTIONS. IF YOU ANSWERED NO TO QUESTION 3, MOVE ON TO QUESTION 19.

4. In which way were you bullied (Tick the appropriate box/boxes)

Note passing		Being pushed	
Being ignored		Being hit or kicked	
Teased or name calling		Your things being taken or damaged	
Being threatened		Money demanded	
Other:			

5. What school were you attending when you were bullied?

Infant		Pen-y-dre High School	
Junior		Another secondary school	

6. How often were you bullied over a period of a month?

Once		Four times	
Twice		More often	
Three times			

7. What age were you when the bullying started?

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8. Where did the bullying take place?

Classroom		Dining Hall	
Corridor		PE Changing Room	
Playground		Toilet	

On way to/from school		Other:	
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9. Who were you bullied by?

A girl		A boy	
A group of girls		A group of boys	
A group of girls and boys		Older pupils	
Younger pupils		Other:	

10. Did you report the bullying?

YES		NO	
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11. If you did report the bullying – who did you report it to?

Friend		Parent	
Teacher		Dinner Lady	
Other:			

12. If you answered 'YES' to question 10 – what happened?

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13. If you answered 'NO' to question 10 – why didn't you report the bullying?

Afraid		Thought it wouldn't be taken seriously	
Don't like telling tales		Thought I would look like a coward	
Thought it would stop		Other:	

14. Why do you think you were bullied?

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15. Please tick one of the boxes below

I am still being bullied		The bullying is less now	
The bullying is more now		The bullying has stopped	

16. Has the bullying changed you in any way?

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17. Did the person who bullied you bully others as well?

Yes		Don't know	
No			

18. Have you tried to stop the bullying?

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19a. Have you ever seen anyone else being bullied?

19b. Did you do anything about it?

20. What more do you think Pen-y-dre could do about bullying?

21. Have you ever done any of the following to any other pupil? *(Tick the appropriate box/boxes)*

Notepassing		Pushed someone	
Ignored someone		Hit or kicked someone	
Teased or called someone a name		Taken / damaged someone else's things	
Threatened someone		Demanded money from someone	

Other:

22. On the whole are you happy coming to school?

Yes		No	
Most of the time			

THANK YOU FOR YOUR HELP IN COMPLETING THIS QUESTIONNAIRE. PLEASE HAND IT BACK TO YOUR FORM TEACHER.

IF YOU ARE BEING BULLIED – DON'T KEEP IT TO YOURSELF. EITHER REPORT IT USING THE EMAIL [DOMIAN BULLYING @PENYDRE.MERTHYR.SCH.UK](mailto:DOMIAN_BULLYING@PENYDRE.MERTHYR.SCH.UK) OR REPORT IT CONFIDENTAILLY TO A MEMBER OF STAFF. YOU CAN ALSO SEEK HELP AND ADVICE FROM YOUR PARENTS OR FRIENDS, FROM YOUR TEACHERS OR LEADER OF LEARNING.

Pen-y-dre High School



ANTI-BULLYING



DON'T KEEP BULLYING TO YOURSELF

- **Speak to your class teacher, form teacher, heads of year, or senior teachers in school**
- **Email your concerns confidentially on bullying@penydre.merthyr.sch.uk**
- **Phone CHILDLINE ☎ 08001111**
- **Contact BULLIES OUT 📞 www.bulliesout.com**
- **Contact MENTAL HEALTH HELPLINE C.A.L.L. 📞 www.callhelpline.org.uk**

Pen-y-dre high School

Focus on anti-bullying



I am writing to keep you informed of the situation regarding the recent incident of alleged bullying in which _____ was a victim.

In line with the school's anti-bullying policy, the pupils involved have been counselled and this action appears to have been successful. We will continue to monitor the situation and would be grateful if you will do the same, keeping us informed of any developments of the situation.

If future events prove that the counselling has not been successful, then sanctions will follow,

If you wish to discuss this matter further, please contact me at the school.

Yours sincerely,

Learning Champion

AGENDA
POLICY SUBCOMMITTEE
DECEMBER 10TH 2014 AT 3.30PM

1. Notes from previous meeting and matters arising;
2. Policies to be considered – Literacy Policy
Charging and Remissions policy
3. 'Rights and Wellbeing of Children' Statement
4. AOB