

# LLANGATWG COMMUNITY SCHOOL

## ANTI-BULLYING POLICY

### RATIONALE

Llangatwg School's mission statement is 'Raising achievement and promoting partnership in the heart of the community'.

In order to realise this mission statement, the Leadership Team, in conjunction with school governors, staff, pupils and parents have identified two Key Focus areas for development:

- To raise levels of attainment throughout the school and further improve examination results
- To create a positive and open learning environment where learners can succeed and fulfil their aspirations

Implementing an effective anti-bullying policy consistently throughout the entire school is seen as one of the key strategies for achieving these two development objectives as it will enhance pupils' confidence, sense of worth and well being.

### AIM

Every child is an individual and different. As a school we value and celebrate this diversity and we recognise that every single child deserves respect and a safe learning environment.

Therefore, the aim of the anti-bullying policy is to ensure that learning takes place in an atmosphere that is both caring and protective. Only when learners feel safe, happy and protected will they be able to achieve their full potential and be successful.

### OBJECTIVES

- To create an environment in which children feel safe and are able to express themselves without fear or intimidation
- To maintain a co-operative ethos in which the school, the children and the parents work together to prevent bullying

- To provide a curriculum through which children can be helped to gain the self confidence and self esteem needed to minimise the risk of bullying
- To create a climate where bullying will be reported
- To have in place procedures to deal with incidents of bullying fairly and firmly
- To integrate the issue of bullying into the PSE curriculum
- To include an Anti-Bullying Charter in pupil planners
- To review the Policy on a regular basis.

**Definition of Bullying:** *"a wilful, conscious desire to hurt, threaten or frighten somebody either physically, verbally or mentally."*

This aggressive or insulting behaviour may be committed by an individual or a group, often repeated over a period of time and difficult for victims to defend themselves against. It can take the form of prejudice driven bullying including homophobic and racist taunts, cyber bullying and inappropriate sexual activity.

**Forms of Bullying:** All members of the school community should recognise that the following can constitute bullying.

- |                         |                          |
|-------------------------|--------------------------|
| ▪ physical assault      | ▪ name calling           |
| ▪ threats               | ▪ picking on individuals |
| ▪ teasing that hurts    | ▪ malicious gossip       |
| ▪ extortion             | ▪ theft or damage        |
| ▪ intimidation          | ▪ violence and assault   |
| ▪ exclusion from groups | ▪ sexual harassment      |

### **Signs and Symptoms of Bullying**

**Indications of pupils who may be at risk from bullying may include:**

- |   |   |
|---|---|
| ▪ lack of friends   | ▪ poor communication/co-ordination        |
| ▪ unusual physical characteristics<br>illness/absenteeism | ▪ volatile, sulky or tearful<br>behaviour |

- unpopular families
- vulnerability through special Education Needs or child protection issue
- isolation / stays with adults
- accents or race or gender

**The signs that may signify that a pupil is being bullied include:**

- being frightened of walking to and from school
- being unwilling to come to school
- beginning to do poorly in school work
- displaying personality changes
- complaining of feeling unwell (frequently)
- having unexplained bruises and injuries
- having possessions destroyed or go missing
- showing reluctance to go into the playground
- refusing to say what is wrong, or giving improbable excuses to explain any of the above

These signs and symptoms are for the whole school community of school staff, parents and students to act upon. All adults and young people should be encouraged to report any misgivings they have about what they see or hear.

## **Roles and Responsibilities**

### **The Headteacher**

The Headteacher should:

- Ensure that the policy is implemented consistently throughout the school
- Support staff in their dealings with pupils who are having a negative effect on the learning of others
- Ensure appropriate training is available
- Ensure that the procedures are brought to the attention of all stakeholders
- Ensure that other school policies support this policy

### **Faculty Leaders**

Faculty Leaders should:

- Ensure that the school's positive strategies are put in place
- Be responsible for the day to day management of the policy and systems
- Follow the school's procedure and deal with any reported incidents
- Inform the appropriate member of the Leadership Team if the problem is difficult for them to resolve or appears to be serious
- Determine how best to involve parents in the solution of individual problems
- Determine in consultation with the Leadership Team how best to involve support agencies in the solution of individual problems

### **Form Tutors**

Form Tutors should:

- Be responsible for liaising with subject teachers over all incidents involving pupils in their form
- Be involved in any agreed strategy to achieve a solution
- Take part in the anti bullying programme in the PSE programme
- Highlight the Anti-bullying Charter in Pupil Planners

### **All Staff**

All staff should:

- Know the policy and procedures and deal with incidents according to the policy
- Not tolerate any form of bullying outlined above
- Be vigilant in class, during tutorial time and while on duty so that bullying does not pass undetected, be watchful and observe relationships
- Be punctual for lessons and when on duty
- Report any complaint made by a pupil, logging the nature of the bullying as well as the pupils involved
- Make a referral to the nominated teacher related to any Child Protection issues

- Make children aware that they should report alleged incidents of bullying to a member of staff, the Pupil Safewatch Team or Year Group Council

## **Pupils**

Pupils should:

- Treat each other with kindness, consideration and respect
- Learn to protect themselves when using the internet and social networking sites.
- Report any incidents of bullying either of themselves or others as soon as possible to a member of staff, the Pupil Safewatch Team or Year Group Council

## **Parents**

Parents should:

- Encourage children to be friendly and tolerant towards others and not to be aggressive
- Help children to develop their self-confidence as a natural deterrent to bullies
- Teach children how to be assertive without being confrontational
- Supervise their children's use of the internet, encouraging them to use social networking sites appropriately
- Encourage children to be pro-active in establishing and maintaining friendships
- Encourage children to take part in a variety of activities both in and out of School
- Be aware of any changes in the attitude or routines of their children
- Inform the school if they are aware of or suspect that bullying is taking place
- Support the school if further action needs to be taken

Parents should routinely ask their children about school, the progress being made and the friends they have. They should not dismiss negative signs. If they are worried, they should contact the school straight away.

## **The Safewatch Team**

The Safewatch Team is a group of Year 10 and 11 pupils who have volunteered to support younger pupils who are being bullied.

The Safewatch team should:

- Work under the supervision of a designated member of staff
- Be trained in peer mentoring/mediation
- Have clear operating procedures
- Maintain a proactive, high profile in school life
- Be available to pupils at break and lunchtimes
- Report issues to the nominated member of staff as appropriate

## **School Procedures for dealing with incidents of bullying:**

- Llangatwg Community School ensures that 'anti-bullying' issues are included in the following:
  - Information in the Staff Handbook
  - Anti-bullying Charter in Pupil Planners
  - Information for Parents Leaflet
  - School Assemblies
  - School Prospectus
  - The PSE programme
  - School Website
- The Anti-bullying Charter sets out clearly our expectations
- The Safewatch Team provides a point of contact, help and advice during break and lunchtime
- Pupils who are being bullied must be encouraged to report it to a member of staff, the Safewatch Team or their Year Group Council
- Staff who become aware of a bullying incident should deal with it quickly and effectively

## **Dealing with incidents of bullying**

- Act promptly to investigate alleged incidents of bullying, but do not apportion blame. The victim and perpetrator(s) must be interviewed and explore their feelings and perceptions about the incident

- Never disbelieve a complaint, say there's nothing you can do, or refer to 'telling tales'. We must encourage pupils to tell, to undermine the secret power of the bully
  - Ascertain the nature of the bullying, in particular if physical violence leading to injury has taken place
  - Show concern and support for the victim, try to reassure him/her
  - Listen carefully and establish the facts and factors involved
  - Subject to the nature of the incident, discuss it in the context of helping the victim to overcome bullying him/herself
  - Gather evidence from third parties to verify or otherwise the incident as described by the victim
  - Interview the alleged bully and third party witnesses to verify or otherwise the incident as described by the former and note details
  - A senior member of the faculty team will then ask both parties to record the events in writing. A clear record of all discussions will be kept and placed in pupils' files. The strategy adopted will depend on the nature of the grievances
  - The parents/guardians of the pupils involved will be informed/asked to attend for interview as appropriate
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- The situation will be closely monitored and if there is any recurrence both parties will be referred to the police liaison officer/appropriate support agency who will work restoratively with them
  - Where continued monitoring reveals that the problem has not been resolved the Head teacher should take action to find a solution which may result in a fixed term or permanent exclusion. In the event of any disciplinary action taking place, the Head teacher may inform the chairperson of governors and the whole Governing Body if necessary through the pupil attendance and discipline Committee.

### **Monitoring and Evaluation**

This policy will be kept under constant review by senior managers. Amendments will be made as and when necessary.

The Governing Body will also review and evaluate the policy on a two year cycle, Decisions will be made by the Governing Body in the light of:

- How the policy operates
- The views of staff and managers
- The view of pupils and their parents

## Appendix 1

### Advice about bullying

#### Parents of a Bullied Child should:

- talk to the child calmly about it and reassure the child that telling them about it was the right thing to do
- make a note of what the child says/keep a diary of events, times and places and what was said
- explain that the child should report any further incidents to a teacher or other member of staff straight away
- make an appointment to see the child's form tutor as soon as possible
- try to boost the confidence by getting them to join clubs
- advise their child to stay with groups of children and encourage him/her to use assertive body language and voice.

#### Parents of a Child who may be bullying others should:

- talk to the child and explain that bullying is wrong and makes others unhappy
- show the child how to join in with others without bullying
- make an appointment to see the child's form tutor or Faculty Leader as soon as possible, explain the problem and discuss ways forward
- talk to the child regularly about how things are going at school
- give the child lots of praise and encouragement when they are being kind and considerate to others
- punish the child if he/she continues to bully.

#### Advice to Bullied Pupils

If bullied, a pupil is advised to:

- try to stay calm and look as confident as they can
- be firm and clear; look the bully in the eye and tell them to stop
- get away from the situation as quickly as you can
- tell an adult or appropriate pupil what has happened straight away

## APPENDIX 5

### Further Information and Advice

The School Standards and Framework Act 1998 requires maintained schools to have an Anti Bullying Policy. To comply with the Race Relations Amendment Act 2000 The Human Rights Act 1998 and The Special Education Needs and Disability Act 2001

Useful advice can be found in DfES non-statutory guidance **Bullying - Don't Suffer in Silence - An Anti-Bullying Pack for Schools (64/2000)**. The pack gives guidance on whole-school policies, pupils' experiences, finding out about bullying in school, strategies to combat bullying, working with parents, beyond the classroom, and advice for pupils, parents and families along with case studies and advice on materials.

The **National Assembly for Wales** has published similar guidance, with some usefulextra topics: **Respecting Others: Anti-Bullying Guidance** is available from: pupilSupport Division, Cathays Park, Cardiff CF10 3NQ: Tel: 02920 826897 or fax 02920 801044: Email: [Rachel.pass@wales.gsi.gov.uk](mailto:Rachel.pass@wales.gsi.gov.uk)

**OFSTED** has also published a report on bullying in schools- **Bullying: Effective Action in Secondary Schools HMI 465** - following a survey of secondary schools and LEAs. It includes pupils' accounts of bullying and their views on how it might have been prevented. It offers advice to secondary schools on how to set about tackling bullying: Government advice and model policy on [www.teachernet.gov.uk](http://www.teachernet.gov.uk)

A Website to help bullied pupils: [www.pupilline.net](http://www.pupilline.net)

The **Countering Bullying Unit at the University of Wales Institute, Cardiff**, has an extensive set of resources, and established the **National Resource Centre for the Study of Bullying**: Tel:02920 416781 Fax: 02920 416986  
Email: [mjthomas@uwic.ac.uk](mailto:mjthomas@uwic.ac.uk) [www.uwic.ac.uk](http://www.uwic.ac.uk) ('Countering Bullying Unit')

**Kidscape** gives advice on child safety policy, runs a Helpline for parents and children-Tel 0845 1 205204 and organises free one-day sessions for bullied children.