

## Policy Review Sheets

<b>POLICY NAME</b>	<b>ANTI – BULLYING POLICY</b>
IN CHARGE:	Gretta Hayes
REVIEWED :	July 2017
PUPILS CONSULTED (Yes or N/A):	Yes
HOW:	Discussed in School Council Survey
PARENTS CONSULTED (Yes or N/A):	Yes
HOW:	Survey
STAFF CONSULTED (Yes or N/A):	Yes
HOW:	Survey
GOVERNORS CONSULTED (Yes or N/A):	No
HOW:	
WHERE IS POLICY ADVERTISED:	School Website
Notes.	
1. This sheet should be at the front of each policy in the School Handbook	
2. If it is not appropriate to consult with any of the above parties write 'N/A' rather than No.	

# ANTI-BULLYING POLICY

## Procedures for dealing with issues relating to bullying

### 1. Statement of Intent

This school believes that:

- Bullying is undesirable and unacceptable
- Bullying is a problem to which solutions can be found
- Seeking help and openness are regarded as signs of strength not weakness
- All members of our community will be listened to and taken seriously
- Everyone has the right to enjoy and achieve in an atmosphere that is free from fear
- All of us have a responsibility to ensure that we do not abuse or bully others
- Children and young people should talk to an adult if they are worried about bullying and have a right to expect that their concerns will be listened to and treated seriously
- Children and young people should be involved in decision making about matters that concern them
- We all have a duty to work together to protect vulnerable individuals from bullying and other forms of abuse

We believe in tackling bullying by encouraging an environment where individuality is celebrated and individuals can develop without fear.

### 2. Consultation Process – Open to all stakeholders

	Process
Student	Form discussions on proposed policy – report back via Year council
Staff	Proposed policy placed on staff shared area
Parents	Proposed policy on school website
Governors	Governors Meeting

### 3. What is Bullying?

Through the consultation with students/staff, The Chantry's understanding of bullying is as follows:

Behaviour by an individual or group usually repeated over time, that intentionally hurts another individual or group either physically or emotionally.

### 4. Aims and Objectives

#### The aim of our anti-bullying policy

As a result of our consultation, our stakeholders prioritised the following aims:

- To assist in creating an ethos in which attending Chantry School is a positive experience for all members of our community
- To make it clear that all forms of bullying are unacceptable at Chantry School
- To enable everyone to feel safe while at Chantry School and encourage students to report incidents of bullying
- To deal with each incident of bullying as effectively as possible, taking into consideration the needs of all parties and of our community, and as a result to reduce the incidents of bullying

- To support and protect victims of bullying and ensure they are listened to
- To help and support students displaying bullying behaviour to change their attitudes and understand why it needs to change
- To liaise with parents and other appropriate members of the school community
- To ensure all members of our community feel responsible for helping to reduce bullying

### The Objectives of our anti-bullying policy

As a result of the aims and via further consultation, Chantry School has agreed the following objectives:

- Our whole community can evidence ownership of the Chantry School anti-bullying policy
- To maintain and develop effective listening systems for children, young people and staff within Chantry School
- To involve all staff in dealing with incidents of bullying effectively and promptly
- To equip all staff with the skills and information necessary to deal with incidents of bullying
- To involve the wider school community e.g. lunchtime assistants, part-time staff/volunteers in dealing effectively with, and if necessary referring bullying incidents.
- To communicate with parents and the wider school/community effectively on the subject of bullying.
- To acknowledge the key role of every staff member in dealing with incidents of bullying
- To ensure that all incidents of bullying are recorded and appropriate use is made of the information, where appropriate sharing it with relevant organisations
- To promote emotional health and wellbeing across the whole school and for all members of our community to role-model this in all situations

## 5. Practice and Procedures

### A What we do to prevent school bullying

Everyone involved in the life of the school must take responsibility for promoting a common anti-bullying approach. Through the consultation process, all stakeholders have agreed to:

- Be supportive of each other
- Provide positive role models
- Convey a clear understanding that we disapprove of unacceptable behaviour
- Be clear that we all follow the ground-rules of Chantry School
- Be fully involved in the development of the anti-bullying policy and support anti-bullying practice
- Support each other in the implementation of this policy

All members of the school/community are expected to report incidents of bullying.

All Staff have a vital role to play as they are at the forefront of behaviour management and supporting children's sense of well-being. They have the closest knowledge of the children in their care, and should build up a relationship involving mutual support, trust and respect.

Staff have agreed to:

- Provide children with a framework of behaviour including rules which support the whole school/policy
- Provide teaching and guidance with e safety issues and keeping safe
- Emphasise and behave in a respectful and caring manner to students and colleagues, to set a good tone and help create a positive atmosphere
- Raise awareness of bullying through activities, assemblies, role-play, discussion, peer mentoring support, Year council, safeguarding meetings CPSE etc.
- Through the Headteacher/Assistant Headteacher (Student welfare) keep the governing body well informed regarding issues concerning behaviour management
- Provide a key staff member, Mr M Lake who is responsible for the monitoring of the policy

Governors have a duty to:

- Be fully informed on matters concerning anti-bullying
- Regularly monitor incident reports and actions taken to be aware of the effectiveness of this policy

Through the development and implementation of this policy, Chantry School trusts that all students, parents/carers and staff will:

- Feel confident that everything is being done to make Chantry School a safe and secure environment
- Know who can be contacted if they have any concerns about bullying
- Feel supported in reporting incidents of bullying
- Be reassured that action regarding bullying will take place

## B Reacting to a specific incident

### Recording

All incidents, either in or out of class, will be recorded by the school . The Assistant Headteacher (Student Welfare) and year head will take responsibility for ensuring that the incident is properly recorded and that the record is updated as necessary throughout an investigation.

Parents of all students involved will be informed of what has happened, and how it has been dealt with. All discussions and actions relating to the incident/investigation will be documented and added to the incident log.

### Dealing with an Incident

Whenever a bullying incident is discovered, the school will go through a number of steps. The exact nature of each step will be adapted to suit the nature and severity of the incident, and the response of those involved.

- i The school/community needs to be made aware that when a bullying incident has come to the attention of adults in the school, it has been taken seriously and action has resulted

School expects to support all involved by:

- Talking the incident through with all parties involved
- Supporting the person who has been bullied to express their feelings
- Supporting the person displaying the bullying behaviour to express their feelings
- Discussing which rule(s) have been broken
- Discussing strategies for making amends

ii Measures will be in line with the school's behaviour policy, and may include:

- Explanation why the inappropriate behaviour is unacceptable
- Reparation of damaged relationships
- Time away from an activity
- Meeting with staff, parent and child
- Missing another activity
- Formal letter home from the Head of Year, Leadership team or Headteacher expressing concerns
- Time out from the classroom
- Pastoral support plan
- Detention after school
- Fixed term exclusion
- Permanent exclusion

iii Safeguarding procedures will be followed when child protection concerns arise

**The Chantry School**

**Bullying Incident Form**

Date \_\_\_\_\_

Time \_\_\_\_\_

<b>Name of Victim</b>		<b>Tutor Group</b>		<b>YH</b>	CE KM AS SB JRH
<b>Name of Bully /Bullies</b>		<b>Tutor Group</b>		<b>YH</b>	CE KM AS SB JRH
<b>Location of incident</b>				<b>Reported by</b>	
<u>Description of Incident</u>					
<u>Action Taken</u>				<b>Form Tutor informed</b> <b>YH informed</b> <b>LT informed</b> <b>Parents informed</b> <b>Staff informed</b> <b>Ex. Agency informed</b>	_____ _____ _____
<b>Name of witness(es)</b>				<b>Reliability ( 5-very)</b>	
				1 2 3 4 5	
				1 2 3 4 5	
				1 2 3 4 5	
<u>Outcome of meeting(s) with pupils</u>					
<b>Review date (if relevant)</b>				<b>Initials of Staff filing this report</b>	
<b>Date</b>		<b>For information</b>		<b>Further action required</b>	

**Copy of this form needs to be given to the relevant YH.**

