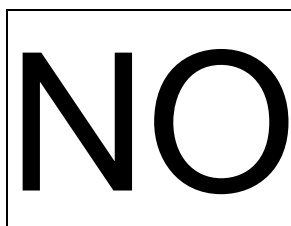


2.2 ANTI BULLYING POLICY

Date of Development	September of each school year
Review Date	Annually or as is appropriate – A schedule for the review of this and all other policy documents is incorporated in the School Development Plan
This document details our Anti-Bullying Policy for pupils and staff and procedures for implementing the policy. The policy has been devised taking into account recommendations from the DfES publication 'Don't Suffer in Silence' 2003.	

Bullying



NO

Bullying is not tolerated

If you feel that someone is getting at you, tell an adult.

1. The Policy

The above excerpt from the Pupil Handbook informs our pupils that bullying, in all its forms, is not tolerated at Frewen College. All pupils and staff at Frewen have a right to be protected from bullying by others.

2. Definition of Bullying

Bullying may take different forms. It can be:

Physical – hitting, kicking, punching, ‘rough and tumble’, rude gestures, play fights.

Verbal – name-calling, taunting, teasing, rude remarks, “only joking” comments, general threats, inappropriate mobile phone calls, written – by notes/letters, all forms of Cyber-bullying, on web-pages, chat rooms, by e-mail or mobile phone text messaging.

Unkindness – picking on a pupil, deliberately ‘winding up’ a pupil, teasing.

Actions – designed to provoke anxiety, eg taking or hiding possessions and/or schoolwork, tampering with belongings, photography on digital camera or mobile phone without their consent.

Generally – any actions which cause stress, fear, bewilderment, unhappiness.

Bullying can be done by individuals and by groups, usually initiated by the leader of the group.

Bullying may be by staff and visitors to pupils, or bullying may occur elsewhere than in the college.

The principles of this policy also apply to staff bullying other staff, parents or visitors and bullying of staff by pupils.

Procedures for the Prevention of Bullying

1. All pupils are encouraged to report incidents of bullying whether they are being bullied themselves or they have seen others being bullied. Encouragement to report bullying may be expressed during Tutor Times, one to one reviews, assembly, RE lessons or PHSE lessons.

2. Pupils should be told clearly to report all cases of bullying. Guidance might include the following:

Report all cases of bullying whether you are the one being bullied, or you are a bystander or you know about it. Remember, standing by and doing nothing could mean you are part of the bullying. By reporting it, you help the school community. It is not “grassing” – we need to know. If someone behaves badly enough to be bullying, he or she does not deserve protection so tell someone. There is nothing good or honourable in bullying so why be honourable in not telling?

3. Staff should be aware of the symptoms of distress caused by bullying:

- Deterioration of work
- Introversion and depression
- Emotional distress, changes in personality
- Clinging to members of staff

However, there may be no outward signs of bullying and it should not be assumed bullying is not happening.

4. Staff should identify (using a risk assessment technique) all areas where bullying incidents may occur. Currently duty patrol includes:

- Dining area
- Clock Tower
- Auditorium
- Outside areas

It is impossible to be everywhere at once but listen to pupils when they tell you of incidents. Remember that often information is given in an oblique manner. Foster supportive relationships with pupils. Ensure that vulnerable pupils know they have someone to whom they may turn and trust for help.

5. Take immediate action in all instances of bullying; make it known to the pupil and all staff that the instance has been noted. Reassure victims that all staff are aware of the incident and will be vigilant. Enter incident in Bullying Book.
6. If you are given information "in confidence" you must explain that you have to act on information for the good of the pupil. You must try to protect the pupil who gave you information. Do not discuss any information in an open forum but seek the advice of a member of the Senior Management Team. Record all incidents in the Bullying Book.

REMEMBER regular reporting can indicate a pattern.

NB The Bullying Book must contain pupil feedback to reflect the policy's successes and future development.

A Summary

1. **Immediate responses to bullying incidents (victims)**

Take the incident/report seriously, but do not jump to conclusions. Any incidents need careful investigation and recording on incidents forms.

Take appropriate action as quickly as possible to protect the victim; ensure the victim knows of the immediate response.

Reassure the victim. Never let the pupil feel foolish or inadequate.

Offer help, support and advice, and strategies for coping when an incident occurs.

Record incident in Bullying Book. All staff will be informed to be vigilant in the pupil's case.

2. **Responses to bullying incidents (bully/bullies)**

Discuss incident with the bully. Explain such behaviour is unacceptable, reinforce the whole policy. Encourage bully to see victim's distress and point of view; discuss motives and strategies to avoid repetition.

Inform bully the incident has been noted and all staff will be informed and keeping an eye open for further incidents.

Explain/discuss possible sanctions and steps to be taken should there be further incidents. Clearly explain discipline and why it is given (see Sanctions).

Where groups of pupils are involved

- i) Staff meeting to discuss group dynamics
- ii) See pupils involved separately – review witness accounts of incidents
- iii) Discuss motives and means of avoiding further incidents
- iv) Establish initiator(s) of bullying incidents

Respond as in (c) ii and (c) iii. Initiate counselling where appropriate.

RECORD ALL BULLYING IN THE BOOK

3. **Sanctions**

Any intended contact with parents by any staff over **bullying** must be notified to the Principal in advance.

Final sanction rests with the Principal in consultation with staff.

RISK ASSESSMENT OF BULLYING

Risk assessment should be carried out when staff are alerted or are suspicious of a bullying incident. Reference is made to documentation in the Risk Assessment Policy.

ALL cases should be reported to the Principal and consultation follows if necessary. Principal drafts letter home to parents where appropriate. LEA's to be informed where appropriate.

4. **Monitoring**

When Staff are bullied

All staff should feel safe from bullying by other members of staff or pupils. Individual staff may feel able to be assertive about bullying from another member of staff but this can be difficult.

Inappropriate behaviour may be reported to the Principal by the victim or a concerned colleague and action will be taken according to the principles of fairness and dignity outlined above. The Employee Grievance Policy (2.4a) may be involved.

Any incidents of intimidation or bullying of staff by pupils should be reported to the Principal, supported by an Incident Report.