

CENTRAL FOUNDATION SCHOOL

ANTI-BULLYING POLICY

Central Foundation School takes bullying seriously and will log and act on all incidents of bullying. We define bullying as any deliberate attempt to make someone else feel uncomfortable. This can include the way we look at or speak to people as well as excluding someone, name-calling (including bullying by text, e-mail or on websites) and physically hurting someone. In most cases, a student who engages in bullying will spend a day in Internal Exclusion. For a second, or more serious offence (especially where physical violence is involved), students are likely to be externally excluded.

It is important that every member of the school community plays their part to stop bullying.

STUDENTS MUST REPORT INCIDENTS. They can:

- Tell any adult in school
- Ask a friend to tell an adult
- Tell their family
- Leave a note for their Head of Year

PARENTS should:

- Contact their daughter's Form Tutor or Head of Year

STAFF are expected to:

- Take incidents seriously
- Talk to the student
- Complete an incident form
- Report all incidents to the Head of Year as soon as possible

HEADS OF YEAR will:

- Meet with the student as soon as possible
- Investigate the incident, talking to other students as necessary
- Involve the Form Tutor
- Contact the SLT line manager to arrange an appropriate sanction
- Monitor and review the situation with the student involved
- Make a referral to the Support Panel if appropriate

SENIOR STAFF will:

- Discuss the action to be taken with the bullied student and the perpetrator(s)
- Ensure the perpetrator(s) take responsibility for their actions and apologise

- Internally or externally exclude the perpetrator

THE SCHOOL will:

- Ensure all members of the school community are given an Anti-bullying Guidance leaflet
- Run anti-bullying programmes for targeted students
- Cover issues of bullying in Assemblies and Tutorial periods