



CENTRAL FOUNDATION GIRLS' SCHOOL  
(Voluntary Aided)

| <b>Policy Title</b> | <b>Anti-Bullying Policy</b>  | <b>Version No</b> | 2 |
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| <b>Rationale</b>    | <p>As a <i>Rights Respecting School</i>, CFGS places the UNCRC at the heart of the school's culture and ethos in order to improve students' well-being and develop every student's talents and abilities to their full potential. This is epitomised by Article 2 "All children have the right to be safeguarded from harm and exploitation regardless of their race, religion, ethnicity, gender or sexuality, disability, location, any criminal behaviour or political and immigration status".</p> <p>Our school community is made up of all the students who come here to learn; all the adults who work here; our students' parents, carers and families and the people who live near our school. What makes everyone of us special is that we are all different from each other. We all have the right to be treated with respect and we all have the responsibility to treat each other with respect. We believe that it is wrong to try to make someone unhappy because they have a disability; their religious beliefs are different from ours; they practise the same religion as us but in a different way; they come from a different part of the world; their sexuality is not the same as ours; the way they speak or look is different from ours; they are not better than others at some things or don't have as much money as us.</p> <p>Our school community believes that each student has the right to an education free from fear and intimidation. Bullying is not tolerated. Bullying can be a secret activity and difficult to detect. In order to ensure that no student should suffer in this way, communication between home and school is very important. The vast majority of students in this school are unaffected by bullying behaviour. There is no need for parents/guardians to worry unduly.</p> <p>The policy deals with negative behaviours and attitudes which arise or occur in school and which affect the progress and sense of emotional wellbeing of students or other people at the school. It also applies outside the school if the behaviour impacts upon any person's participation in our school. The policy outlines the necessary steps to be taken when a bullying incident is reported.</p> |                   |   |

**Policy Statement**

**Our school is committed to:**

- Establishing and maintaining an environment where students feel secure and are encouraged to talk, and are listened to
- Ensuring students know that there are adults in the school who they can approach if they are being bullied or suspect someone is being bullied
- Including opportunities in the curriculum (e.g. PSHE) for students to develop the skills they need to recognise all forms of bullying and how to report it
- Developing the understanding of all students, parents, staff and governors regarding bullying, how to prevent it, respond to issue related to bullying and to support those who may be a victim of bullying
- Ensuring staff and governors follow the school policy when bullying is reported or suspected
- Ensuring all students and parents know what the school policy is on bullying and the various mechanisms for reporting it
- As a school we take bullying seriously. This includes out of school bullying which impact in school behaviour. We will use a range of strategies to combat bullying
- Students and parents should be assured that they will be supported when bullying is reported
- This policy applies to all members of the school community including teaching staff, students, parents, guardians, ancillary staff and visitors in accordance with the Employment Equality Acts 1998 and 2004.

**Our Definition of Bullying :**

Bullying is deliberate and repeated aggression, verbal, psychological or physical actions that cause hurt to an individual or group. A simple definition used in this school is that bullying can be defined as any repeated action that makes another person feel uncomfortable.

**Consultation :**

This policy is available to all school personnel and is published on the school website. All students have information about bullying and how to report it in their student planner. This policy and its implementation will be reviewed every 3 years. The policy will be revised as necessary in line with any changing information or guidelines (e.g. from the Department of Education), legislation and feedback from parents/guardians, students, staff members and others. The policy was created using information from student surveys, parental and staff discussions. The school also worked in accordance with the LBTH's guidance for Anti-Bullying procedures.

**Signs of Bullying :**

Students who are being bullied may develop feelings of insecurity and extreme anxiety and thus become more vulnerable. Self-confidence may be damaged with the consequent lowering of self-esteem. While they may not talk about what is happening to them their suffering is indicated through changes in mood and behaviour. Students who are being bullied may show changes in behaviour. For example, there may be evidence of changes in work patterns, lack of concentration or truanting from school. These signs and behaviours may indicate other problems, but bullying should be considered a possibility and should be investigated.

**Prevention :**

We use a range of preventative strategies. Student surveys, poster campaigns, improving supervision in known problem areas, work within the curriculum e.g. Drama, PSHE, Tutor time and Citizenship, Peer support and Buddy schemes. Anti-bullying in school assemblies, celebration of anti-bullying week each November, display of anti-bullying code of conduct, discussion in School Council, training of staff, information for parents.

**Reporting Procedures :**

All reports of bullying are taken seriously and systematically investigated. It is the collective responsibility of all staff to monitor and report incidents of bullying. Where bullying outside school is reported to school staff, it should be investigated and acted on. The school will also consider whether it is appropriate to notify the police or anti-social behaviour coordinator in their local authority of the action taken against a pupil. If the misbehaviour could be criminal or poses a serious threat to a member of the public, the police should always be informed.

**Members of the Community :**

- Any member of the community can raise a concern or report an incident of bullying by calling the school and speaking to a member of staff on reception or asking to speak to a head of year or senior member of staff, or by using the online SHARP system, a link to this is on the schools website, this is electronically sent and recorded and a senior member of staff has specific responsibility for this and reviews it regularly and will pass the information on to an appropriate member of staff to investigate.

**Parents :**

- Any parent can raise a concern about bullying in any of the following ways; by contacting their daughter's form tutor or Head of Year or by informing a member of staff in writing or by using the online SHARP system on the school's website.

**Students :**

- Students should be encouraged and supported to report any and all forms of bullying as soon as possible. There are various people and ways for students to do this.

***Who to tell?***

- Parents
- Any staff member with whom the student feels comfortable
- Friends who will speak on your behalf
- Deputy Headteacher
- Tutor
- Year Head

- Counsellor
- Student 'Mentor' / another student
- Using the Schools on line reporting System 'Sharp'

*How to tell?*

- Direct approach to a form tutor
- Direct approach to a Head of Year
- Direct approach to any teacher at an appropriate time, e.g. after class,
- Direct approach to an adult working in the school
- A written note to a tutor/ HOY/Teacher/trusted adult
- Home School Support Worker
- Get a parent or friend to tell on your behalf
- Parents can inform the school
- Witnesses can inform an appropriate person
- Report using the SHARP online system via school website

**Staff :**

- If staff have any concerns about students should report these to the Form Tutor or HOY, students requiring additional support are referred to Support Panel
- All incidents of alleged bullying will be recorded on an incident form
- Comments made should be factual, non-judgmental and objective
- All bullying incidents must be reported to a member of staff, all incidents must be passed immediately to the Tutor/HOY
- If the situation cannot be resolved easily, the HOY will investigate and decide on next steps
- If necessary the HOY will interview all concerned, take statements, recording outcomes on the files of both the bully and bullied students. The incident should also be logged on the school system
- Form Tutors and subject staff will be kept informed and will be asked to monitor the behaviour of the students concerned
- Parents will be kept informed. They are discouraged from taking matters into their own hands and should never approach a student whom they suspect is being a bully; they should speak to school staff

*Procedures for Teachers*

If a student informs you of an incident of bullying affecting either themselves or a friend, follow these steps:

- Listen; encourage the student to tell their story as this is a very important first step
- Take notes or ask the student to write a statement recording all the details such as date, time, location, names of those involved, witnesses etc. If taking notes the student's own words must be recorded
- Reassure; tell the student that help is available, action will be taken to investigate, it is not their fault and that they will not have to face this

on their own

- Satisfy yourself that no student is in immediate danger. If immediate danger is suspected seek further support through your faculty or year team staff, or, if appropriate refer to the designated member of staff for Child Protection
- Confidentiality is respected and the student's privacy is protected, but a teacher must not give guarantees not to tell anyone
- Inform the Head of Faculty if the incident has taken place in a subject area, or the Head of Year, if the incident is related to a pastoral issue or took place within the form group or year group, without delay. Complete Incident Form for recording bullying behaviour
- All serious incidents of bullying must be reported to the SLT Lead for Behaviour by the HOY

HOY's will use professional judgement to decide whether to complete a LBTH Bullying Form (discuss with SLT Behaviour Lead if unsure). The school will follow the LA procedures for reporting bullying incidents.

**Students who are victims of bullying will be:**

- asked to report their concerns through a written statement or in discussion with a member of staff
- given the opportunity to discuss with the parent at home or in school
- offered on-going support
- offered counselling to restore self-esteem offered peer mentoring or counselling
- offered the use of a supervised room for as long as it may be needed

**Possible disciplinary steps for students involved in bullying**

- official warnings to cease negative behaviour
- parents/family/carer to be made aware
- exclusions from certain areas of the school premises or certain activities
- change of teaching/tutor group
- restorative justice between all parties concerned
- detentions
- referrals to senior staff, to external agencies e.g. Educational Welfare Officer, Police Liaison Officer, Behaviour Support Team
- formal internal exclusion
- external fixed term or permanent exclusion
- Mentoring to positively change their behaviour
- Referral to School's Police Officer
- Police/school Acceptable Behaviour Contract (ABC)

**Students who have bullied will be helped by:**

- discussing what has happened
- parents/family/carer to be made aware
- discovering why the Student became involved and offer support
- establishing the wrong doing and the need to change

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|  | <ul style="list-style-type: none"> <li>informing parents or carers to help change the attitude and behaviour of the Student</li> <li>emotional support provided if needed</li> <li>individual mentoring / friendship group support</li> </ul>   |
| <b>Monitoring &amp; Review</b>               | <p>Monitoring of students</p> <ul style="list-style-type: none"> <li>All bullying incidents will be recorded on SIMs</li> <li>Each half term HOY's will review all bullying incidents in their respective year groups</li> <li>HOY's will review attendance of all students half termly to identify any changes in patterns of student's attendance</li> <li>All incidents of bullying are reported to parents of all students involved</li> <li>The schools Anti-Bullying policy is communicated to parents along with other key policies when students join the school</li> <li>The AHT with responsibility for Safeguarding monitors the school's SHARP system to identify incidents of bullying and works with HOYS and support agencies as appropriate</li> <li>Reviewed every 3 years by the Curriculum Committee – Next Review June 2019</li> <li>Half termly review of bullying incidents by HOY reported to Line Manager and DHT lead for Behaviour. Each bullying incident is reported to the LA in accordance with the new draft guidelines as of September 2015</li> <li>The SLT Behaviour Lead will also monitor returns to LBTH of serious incidents of bullying</li> <li>Termly reporting to the Governors Curriculum Committee</li> <li>Reviewed by Governors Body on review cycle</li> </ul> |
| <b>Links to other policies</b>               | CFGS e-safety, CFGS ICT use, Self-Harm protocol, latest DfE guidance relating to Safeguarding (2015) and "Keeping Children Safe in Education" (April 2014). Education and Inspections Act (Sept 2015), The Equality Act 2010, CFGS Complaints procedure, CFGS Behaviour Policy, LBTH Guidance on Anti-bullying 2015   |
| <b>Staff Responsible</b>                     | SLT Strategic Lead for Behaviour  |
| <b>School Group Responsible</b>              | Curriculum Committee  |
| <b>Date approved by Curriculum committee</b> | <b><i>This updated policy explicitly references recent changes in DfE guidance and is currently awaiting the approval by SLT and Governors.</i></b>   |