



YSGOL DEWI
SANT

ANTI-BULLYING POLICY

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1. STATEMENT AND DEFINITION

- Everyone has the right to feel safe and unthreatened both in and out of school.
- Bullying is being hurt, threatened, intimidated, harassed or frightened by someone whether it was intended to be unpleasant or not. The actions may be physical or verbal, actual or implied. For example, sexual / racial /SEN disability harassment will not be tolerated.
- Bullying covers a wide range of unacceptable behaviour. Some examples given by pupils of what is perceived as bullying are included in Appendix 1:
- Bullying is something that can affect people of all ages.
- Bullying can be a single incident or go on for a long time.
- All bullying is damaging.
- Bullying will not be tolerated in Ysgol Dewi Sant

2. RAISING AWARENESS OF BULLYING

The school policy on bullying will be made known to all stakeholders including pupils and parents, everyone, ie:

- **Teaching Staff** through Year Meetings/Staff Development meetings / INSET
- **Non-Teaching Staff** through meetings and INSET.
- **Parent/Carer** through the school prospectus, new intake evening, the home/school newsletter and the FPSA.
- **Pupils** tutorial work, cross-curricular input and assemblies
- **Governors** through discussion, approval and support of the Policy Governor Training (L.E.A. programme)

3. WAYS OF PREVENTING BULLYING

- Maintaining an awareness of the policy throughout the whole school.
- Ensuring that staff are on duty at non-teaching times particularly in key areas, e.g. canteens and school yards so pupils can be re-assured by staff presence.
- Ensuring that staff are on time to registration and lessons and that pupils are not left unsupervised in vulnerable areas.
- Through regular curricular input and assemblies.
- Through the structuring of the school day e.g. lunchtime of minimum acceptable length.
- By creating and maintaining a caring environment and sense of community within the school.
- Through positive links with primary schools and community agencies.
- By encouraging members of the school to assert that bullying is unacceptable.
- Through guidelines for members of the school and for parents.
- By developing a positive school identity within the community.
- By introducing 'Restorative Practice' throughout the school.

4. DEALING WITH BULLYING

- All staff should be alert to early signs of distress in pupils, eg deterioration of work, unusual, frequent illness, isolation, the desire to remain with adults, erratic attendance.
- Whilst this behaviour may be a symptom of other problems, it may be the early signs of bullying.
- All staff must take bullying seriously.
- Staff should take every opportunity to emphasise that bullying is wrong.
- All staff must deal with incidents immediately they happen. A record of the incident should be kept on the files of both victim and bully.
- Ensure that victims of bullying know who to go to for help, eg Form Tutor, Year Progress Manager, any Senior Staff, School Nurse, Youth Worker or any member of staff they like and trust.
- Victims of bullying and their parents should be kept informed of the action being taken by staff.
- Bullies and their parents should be informed of the incidents of bullying and the sanctions within school. Help should be offered to correct bullying behaviour.
- All racial bullying will be logged and reported. All incidents of racism must be reported to the Local Education Authority.

5. COURSES OF ACTION

It is important that incidents of bullying are dealt with sensitively, acknowledging the anxiety caused to the victim. It is likely that some, or all, of the following will be used in dealing with individual cases of bullying as appropriate.

- Incidents or concerns about bullying should be reported to the Head of Schools. The staff will record the details and decide on the appropriate action. This will be affected by any previous incidents and the seriousness of the current situation.
- Incidents can also be reported via the link on our web site. This will be sent direct and confidential to a senior member of staff.
- Victims will be involved in planning the support they need. They may be offered appointments with our School Counsellors.
- Details of the bullying will be recorded and filed and the information will be used if further incidents occur. This also involves contacting the victim a few weeks later to ensure that there have been no further problems.
- Bullies will be counselled and helped to acknowledge the unacceptability of their behaviour.
- Bullies will be helped to bring about changes in their behaviour.
- Bullies should be given the opportunity to apologise to their victims and make amends for their behaviour, if this is acceptable to the victim.
- Bullies may be taken out of circulation at key times, for example break, lunchtime, after school and may not be permitted on school trips / outings.
- Bullies may be temporarily excluded from school.
- In extreme or persistent cases of bullying, bullies may be recommended for permanent exclusion from school.

In the case of complaints where bullying occurs outside of school premises, and / or in cases where cyber bullying occurs which affects students on and/or off school premises, reasonable efforts to assist will be made. In some cases the school may defer the concern to police, as a course of action.

(For a more detailed account of strategies see point 9.)

6. ADVICE FOR PUPILS

Bullying issues are an important part of Ysgol Dewi Sant's P.S.E. Programme.

"Bullying" is also included in tutorial sessions and in assemblies. Remember all members of staff in this school believe that bullying is **wrong** and should be stopped. **If you are being bullied talk to a member of staff.** You might want to go to your form tutor, your Year Progress Manager, a Senior Member of Staff, or Youth Workers, but any member of staff will help. If you do not want to approach staff yourself, ask your parents/carers or a trusted adult to contact the school, or ask a friend to help you.

The following list of suggestions was provided by Kidscape. More information can be obtained from them on their website www.kidscape.org.uk.

Things you can do about bullying

- Do not stand by and watch bullying – get help from a member of staff.
- Do not give bullies any encouragement – show that you and your friends, disapprove of their behaviour.
- Be aware of any pupils who may be bullied – go out of your way to offer sympathy and support.
- Be sure that you yourself are not upsetting anyone without really realising it. Be particularly careful about teasing or personal remarks – imagine how you might feel if you were on the receiving end.
- Don't be too hasty to judge and criticise people who seem different from you – find out more about them.
- Ask your Form Tutor if you can have a discussion in class about bullying or hold a special assembly.
- If you find yourself bullying other children, even though you would like to stop – do talk to a member of staff or a trusted adult.
- If you know of bullying going on, do talk to a member of staff. Don't be misled into thinking you are telling tales – the victims may be too scared or lonely to stand up for him/herself. Keep an eye on younger children in school.

Some things to do and think about if you are being bullied

- Tell a member of staff or adult you trust
- Tell yourself "I don't deserve to be bullied".
- Get your friends together and say **no** to the bully
- Stay with groups of people, even if they are not your friends. There is safety in numbers.
- Try to ignore the bullying.
- Try not to show that you are upset
- Avoid being alone in places where bullying happens
- Spend break / lunchtimes in areas that are supervised by staff for example school yards, Library
- Try being assertive – shout "**no**" loudly
- Walk quickly and confidently, even if you don't feel that way inside. Practice

doing this.

- If you are in danger, get away. Do not fight to keep possessions. Fighting back usually makes things worse. If you feel like fighting back, talk to a member of staff.
Everyone of us is different; it is good to be an individual. Be proud of your differences.

7. GUIDELINES FOR PARENTS/CARERS

Evidence shows that pupils are most likely to confide in their parents first. If you know that your son or daughter is being bullied you will find the following strategies helpful. You might like to read this section in conjunction with "Advice for Pupils".

- Tell your son/daughter that there is nothing wrong with him/her. He/she is not the only victim.
- Advise your son/daughter to talk to a trusted member of staff at school.
- Together identify those places where the bullying takes place and work out a way to avoid them. If this is not possible, advise that he/she makes sure that there are other trusted people about.
- Advise your son or daughter not to try and buy the bully off with sweets, money or other "presents", and not to give into demands for money or possessions.
- Together with your child's Form tutor or Year Progress Manager work out a plan of action. Should the bullying be repeated, the plan must be followed and the member of staff told immediately that it has happened again.
- Do not encourage your child to hit back; it will only make matters worse. More positively, encourage your child to recruit friends. A child who has friends is less likely to be bullied.

These guidelines are adapted from "Bullying a Positive Response" by Delwyn Tatum and Graham Herbert, Cardiff Institute of Higher Education 1.25. They are quoted with the kind permission of the authors.

Please continue to talk with your child about the situation and inform your child's Year Progress Manager if you have further concerns.

8. IF YOUR CHILD IS BULLYING OTHER CHILDREN

Many children may be involved in bullying other pupils at some time or another.

Often parents are not aware. Children sometimes bully others because:

They don't know it is wrong;

- They are copying older brothers or sisters or others they admire.
- They haven't learnt other, better ways of mixing with their school friends.
- Their friends encourage them to bully.
- They are going through a difficult time and are acting out aggressive feelings.

To stop your child bullying others:

- Talk to your child, explaining that bullying is unacceptable and makes others Unhappy.
- Discourage other members of your family from bullying behaviour or from using aggression or force to get what they want.
- Show your child how to join in with other children without bullying.
- Make an appointment to see your child's tutor or Head of Year to discuss the situation.

- Regularly check with your child how things are going at school.
- Give your child lots of praise and encouragement when they are co-operative or kind to other people.

9. STRATEGIES FOR DEALING WITH BULLYING

As highlighted in the National Assembly for Wales Circular 23/2003 document a combination of strategies need to be available. A single strategy is unlikely to provide a complete solution on its own to the problem. Strategies will usually need to be adapted to fit the circumstances of particular incidents.

The following strategies are an example of the many which could be considered.

The emphasis initially is on working through problems in a supportive manner with the victim and the bully.

In persistent cases or where there has been violence an assessment needs to be made on a case-by-case basis and to whether tougher measures are appropriate.

- 1) Circle time – particularly useful with younger pupils who have usually taken part in this activity in junior school. This would be ideal for use during tutor time or in PSE lessons.
- 2) School Councils – Pupils involved in these councils are able to support others.
- 3) The 'No Blame Approach'. This strategy is supported by the Local Education Authority. A support group is formed for the bullied pupil, made up of those involved in the bullying, and bystanders. Responsibility for change lies with the participants in the bullying. The first aim is to get the bully to identify with the victim, and the second to help resolve the problem.
*The facilitator will need to have appropriate training and skills to conduct the discussions in an appropriately sensitive and effective manner.
- 4) Mediation by adults – usually working with pupils who have been bullying others regularly for some time, as well as these being bullied. The aim is to establish ground rules that will enable the pupils to co-exist at the school.
- 5) Working with external agencies – in some cases factors outside school influence behaviour. Such agencies will be invited to contribute to plans as appropriate.
- 6) Tougher Measures – Although evidence suggests that the other strategies listed are effective, in cases of persistent and violent bullying more extreme action may be appropriate. The bully will be informed of the consequence of such behaviour eg:
 - a) the pupil may be removed from the situation to consider his/her actions and agree a solution;
 - b) privileges may be removed with the pupil being given an opportunity to redeem him/herself;
 - c) a support meeting may be held leading to a support plan which included review dates;
 - d) parental involvement;
 - e) counselling;
 - f) removal of the bully from the situation eg to another class;
 - g) in cases where such strategies fail to have a positive effect the Headteacher has the authority to exclude pupils for bullying.

10. LIMITATIONS

The school's powers to deal with bullying extend to the boundaries of the school premises. School staff cannot be responsible for bullying that takes place outside school premises or school hours, unless on school-organised trips or visits.

In the case of complaints where bullying occurs outside of school premises, and / or in cases where cyber bullying occurs which affects students on and/or off school premises, reasonable efforts to assist will be made. In some cases the school may defer the concern to police, as a course of action.

The journey to and from school is an exception: some children choose to bully others on the journey to and from school, on foot or on buses. Although supervision of these journeys is certainly NOT a school matter, the school will take seriously any reported acts of bullying that occur within 20 minutes of the start and the end times of school sessions and whilst travelling on or waiting for buses to and from school. Disciplinary action may be taken by the school in these circumstances.

Police Action. The school encourages parents to involve the police in any violent bullying that takes place away from school and the school will liaise with the police on other bullying matters as appropriate.

Standards of proof and investigation. The school's discipline system seeks to investigate fairly and professionally any alleged offences, however, the prime function of the school is to educate students. The school does not have the resources or facilities for recorded interviews. Statements are taken by individual teaching and non-teaching staff normally operating from their offices. Students may be required to make written statements to help establish the facts. A great deal of time and effort is given to such issues but some are difficult to resolve to everyone's satisfaction.

Scope to punish. In cases of bullying, most parents are anxious to see that the bullying stops; punishment of the bully is a secondary issue. In some cases, punishment is counter-productive and reconciliation is much more important. It will be a matter for the staff of the school to determine appropriate follow-up action. In reaching a decision, teachers and / or Senior Leadership Team will take into account the relative severity of the offence, the bullying history of the individuals, previous warnings, the ages of the children involved and other relevant factors.

Separation. There have been where parents of the victim have insisted that the bullies must be "kept away" from their child in school. This is not practical in the long term: only by providing a full-time bodyguard for every victim could we achieve this. Given that most children will experience bullying at some time in ANY school, this cannot reasonably be proposed. It is far better for children if bullying is properly dealt with and prevented.

APPENDIX 1:

Examples given by children of some of the things they perceive as bullying:

- a) deliberate attempts to push, trip to impeded progress in corridors;
- b) violence, eg hitting, kicking;
- c) spitting, biting;
- d) throwing things at people;
- e) sexual harassment;
- f) humiliation;
- g) threats of violence;
- h) prejudice and name calling;
- i) mocking or tormenting;
- j) malicious gossip;
- k) blackmail and extortion. e.g. demanding money;
- l) spreading rumours;
- m) organised ignoring of people.
- n) forcing someone to do things – gangs;
- o) stealing;
- p) irritating by doing petty things;
- q) abuse by authority;
- r) sarcasm;
- s) damage to peoples belongings and work;
- t) unkind comments about the victims family;
- u) damage to displays or areas of the school enjoyed by others (updated in consultation with the School Council 2004);
- v) malicious e-mails or text messages, comments on internet chatrooms, posting stories, pictures etc on internet, using someone else's name to spread unpleasant gossip and rumours; 'happy slapping'.

Details of Bullying

| | |
|-------------|--|
| Monday | |
| Tuesday | |
| Wednesday | |
| Thursday | |
| Friday | |
| Extra Notes | |