



**WESTBOURNE
SCHOOL**

SCP16

Anti-bullying policy

Date reviewed:	October 2020	Policy:	Anti-bullying policy
Review due:	October 2021	Reviewed by:	Jason Craig

Version	Date	Updated by
1.0	September 2018	Leo Guy
1.1	September 2019	Leo Guy
1.2	October 2020	Jason Craig

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Bullying is anti-social behaviour, is unacceptable and will not be tolerated by any member of the Westbourne School community. It is only when all concerns of bullying are addressed that all persons within the school community will be able to fully benefit from school life.

At Westbourne School, we endeavour to ensure that all persons within the school community feel confident and comfortable to talk about their feelings and have someone to talk to if they are being bullied or are aware of others being bullied.

As a school we focus on preventing bullying behaviours and see the behaviours as unacceptable, but not the person doing the bullying themselves. The guidance and support that we offer all persons, aims to improve the behaviour of those responsible for any bullying.

DEFINITION:

Bullying is a deliberate behaviour that is an intended and repeated action that is used to hurt someone either physically or emotionally. Underlying most bullying behaviour is an abuse of power and a desire to intimidate and dominate.

Bullying is not a welcomed part of school or working life. No one person or group, whether staff or student, should have to accept this type of behaviour and only when all issues of bullying are addressed, will all members of Westbourne School be able to benefit from the opportunities available.

Bullying can occur through several types of anti-social behaviour:

- **Verbal:** e.g. name calling, insulting, repeated teasing, homophobic, religious, racist, sexist, directed towards physical/social disability/learning difficulty e.g. dyslexia.
- **Physical:** e.g. kicking, hitting, theft, damaging belongings
- **Indirect:** excluding someone from social groups, spreading rumours
- **Threatening behaviour:** e.g. extorting money with the threat of violence
- **Inappropriate use of technology:** e.g. text messaging, e-mails, inappropriate filming by camera phone, BBM messaging, cyber bullying, sexting.

What should we look out for?

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- Changes in behaviour: e.g. becoming shy, nervous, feigning illness, taking unusual absences, tearful
- Changes in work or attendance and lack of concentration.

Key rules:

- Each member of the school community must be encouraged to report bullying (assemblies, posters, tutor activities, school council, effective communication with parents/carers)
- All staff working in the school must be alert to the signs of bullying and act swiftly and firmly against it
- The sanctions for bullying of any kind should be brought to the attention of students, staff and parents/carers.

All incidents of unacceptable and bullying behaviour will be recorded on an Incident Front Cover Sheet and then onto the Anti-Bullying Spreadsheet. An agreed range of graded sanctions will be applied to demonstrate to the individuals involved how seriously the matter is taken. Parents/carers will be informed of all serious incidents.

STRATEGIES FOR PREVENTION OF BULLYING:

Awareness of bullying can be raised through;

- a) The curriculum
- b) A whole school approach to bullying
- c) Tutor time discussions
- d) Assemblies
- e) Student Council Ambassadors

The Curriculum:

The aim is to give bullying as high a profile as possible with all subject areas incorporating a focus on bullying wherever possible to promote an anti-bullying ethos. Each subject leader is required to be familiar with and operate the policy and, in addition to this, to identify their own issues specific to the subject to reinforce school policy.

A Whole School approach:

An anti-bullying ethos is emphasised through all assemblies, but key focussed assemblies will take place once a half-term. Work is done with staff on Training Days, modules in the PSHE programme, student voice, student council ambassadors, with parents/carers and with governors. National Anti-Bullying Week has a high profile in the school with assemblies and activities co-ordinated and led by a member of SLT. All staff, teaching and non-teaching, reinforce the policy through all areas of school life and as a school we strive to:

- Organise the school community in order to minimise opportunities for bullying e.g. increased supervision at break and lunchtimes
- Deal quickly, firmly and sensitively with any complaints, involving parents, where necessary
- Review the anti-bullying policy and its degree of success via student questionnaires

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- Have a fair discipline structure with **one** rule which is simple to follow and easy to understand. (Each member of the school community is expected to treat every other member of the community, both inside and outside school, with respect at all times)
- Ensure that the anti-bullying policy links with the Behaviour policy
- Encourage students to discuss their relationships with others and to form positive attitudes towards others through tutor time discussions
- Treat bullying as a serious offence and take every possible action to eradicate it from our school (Please see the Behaviour policy)
- Ensure that all areas in the school are safe for all students via feedback from the Student Voice. Provide areas for more vulnerable students to use e.g. Library, ICT Clubs, lunchtime nurture clubs, sensory and pastoral rooms.

Tutor Time:

Regular and planned whole-group discussions regarding how to form positive relationships with peers and how to react to negative situations.

Assemblies:

Regular and planned tutor group assemblies regarding how to form positive relationships with peers and how to react to negative situations. Various forms on bullying is covered; verbal, physical, peer pressure, emotional, on-line, etc.

Anti-Bullying Ambassadors:

Our Anti-Bullying Ambassadors are selected each academic year from Years 8-12. These students receive training both from their peers and The Diana Award Anti-Bullying Campaign. Their role within the school is to help educate their peers on bullying, lead on anti-bullying campaigns, promote a culture which celebrates and tolerates difference and help keep their peers safe both online and offline. The Anti-Bullying Ambassadors will feedback during every student council meeting.

REPORTING BULLYING:

Students are to be encouraged to report any incidents of bullying to their parents and Tutors wherever possible, or to any other member of staff. Any incident of bullying, however small, should be reported immediately, ideally by the victim(s) or friends. Students are taught that silence is the bully's greatest weapon and are encouraged to:

- Tell themselves that they deserve respect, they do not deserve to be bullied and that it is wrong
- To have self-respect, be proud of who they are and that it is good to be an individual
- Try hard not to show that they are upset as bullies often thrive on the fear of others
- Stay with a group as there is always safety in numbers
- Try to be assertive and walk confidently away to a teacher or to another adult
- Use the Anti-Bullying Ambassadors to report bullying or speak to the Tutor or any other adult in the school
- Students will be reassured that teachers will deal with the bullying incident in a way that will end it and not make things worse for them

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- The Assistant Head Teacher (Behaviour and Attitudes) or the Pastoral Lead will log incidents of bullying centrally in order to draw up any recurring patterns in terms of both victims and perpetrators. All information is treated sensitively and is only used as a basis for action when appropriate. Incident Sheets are completed and handed to Jason Craig (Assistant Head). A log of any bullying incidents and interventions are recorded on the Anti-Bullying spreadsheet held by Jason Craig.

PARENT/CARER LIAISON:

If parents have any concerns about bullying issues, they are asked to contact their child’s tutor or the appropriate member of staff in the first instance. Parents are also encouraged to:

- Advise their child to report an incident of bullying promptly rather than retaliate. Fighting back will only make matters worse. Look for unusual behaviour, e.g. suddenly not wanting to attend our school, feel ill regularly, etc.
- Take an active role in their child’s education by enquiring how their day has gone, how they spent lunchtime, etc.
- Contact the school immediately if they feel their child may be a victim of bullying behaviour
- Some children may well feel that they are being bullied because there is something wrong with them. In most cases, parents should reassure their children
- In a minority of cases, parents may feel concern that aspects of their child’s behaviour may well be a contributory factor to the bullying they are experiencing. Parents are urged to contact the school immediately in order to work together on alleviating this
- Give their child the confidence to ask for help.

PROCEDURES FOR RESPONDING TO ALLEGATIONS OR INCIDENTS OF BULLYING:

The following steps are taken when dealing with bullying incidents:

- If bullying is suspected or reported, the incident should be passed on immediately to the tutor or Pastoral Lead who will record a clear account of the incident on a Front Cover. The appropriate member of staff will liaise with both victim and bully
- All students concerned will be interviewed, asked to write a statement, and the incident recorded
- SLT are informed, where necessary
- The Pastoral Lead may decide to refer either or both the victim and/or the bully to an Anti-Bullying Ambassador, to focus on aspects of behaviour or self-esteem.
- Parents/carers should be kept informed
- The Method of Shared Concern is used in all cases where the lead member of staff will discuss the issues behind the incident(s) with both bully and victim and try to reach a resolution for all parties
- In order to encourage a positive change in the motivation of the student who has bullied and to offer support for the victim, a Restorative Justice response is undertaken. This method involves healing emotional damage and making sure that

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fairness and justice prevails. Its main purpose is to ensure that the student(s) who has caused the harm understands the impact of their behaviour

- If the above fail, punitive measures will be used as appropriate and in consultation with all parties concerned (please see the Behaviour policy)
- All incidents dealt with by teaching staff/associate staff must be written up on a Front Cover so that so that they can be logged

Sanctions may take the following forms.

- a) a formal verbal warning noted on student record
- b) a period in isolation issued
- c) missing an activity which the student normally attends
- d) parents informed
- e) restorative conference
- f) student(s) may be formally excluded from the school premises
- g) if the bullying persists after a formal warning, a short fixed term exclusion may be issued, the LA will be informed, parents will be required to attend a return to school interview with the Pastoral Lead or Assistant Headteacher (Behaviour and Attitudes)
- h) if the bullying continues after this stage, the bully and parents will be required to appear before a member of the Senior Leadership Team (SLT), and may be referred to the Behaviour Support Service for in school support
- i) if all the above fail, the student may be recommended for Permanent Exclusion (please see the Exclusions policy).

Stage 1 – First time that bullying has been reported (please look at definition of bullying – please note that it is repeated and not a one-off incident). Statements taken, Front Cover completed, students meet with each other and restorative justice talks take place. Parents are called. It is recorded on the bullying incident log.

Stage 2 – Second time that bullying has taken place, statements taken, Front Cover completed, students meet with each other and restorative justice talks take place. Parents are called in to attend a meeting with relevant member of staff. It is recorded on the bullying incident log. Time in inclusion is issued.

Stage 3 – Third time that bullying has taken place, statements taken, Front Cover completed. It is recorded on the bullying incident log. A formal written warning, and a short-fixed term exclusion may be issued, the LA will be informed, parents will be required to attend a return to school interview with either the Pastoral Lead or Assistant Head Teacher (Behaviour and Attitudes).

Stage 4 – If further bullying continues after this stage, the bully and parents will be required to appear before a member of the Senior Leadership Team and may be referred to the Behaviour Support Service for in school support.

If all the above fail, the student may be recommended for Permanent Exclusion (please see the Exclusions Policy).

In order to encourage responsible and respectful behaviour from all students, appropriate behaviour is rewarded by:

- a) Positive Sleuths

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- b) Commendation postcards home
- c) Phone calls home to parents/carers
- d) Rewards trips

SUPPORT:

All members of the school community who have been bullied should be offered an immediate opportunity to discuss the experience with someone appropriate of their choice. They should reassure the victim and help restore their self-esteem and confidence.

MONITORING AND REVIEW:

This policy will be reviewed via bullying record books, the student questionnaire and Tutor time discussions. Feedback from this information, with recommendations, will be presented in SLT meetings. Actions from the recommendations will then be agreed and actioned by SLT, policy will be updated to reflect this.

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