

Date approved: **Awaiting ratification by governors – July 2016**

Review Frequency: Every three years.

Date next review due: July 2019

## Preventing Bullying Policy

### 1.0 Aims and objectives

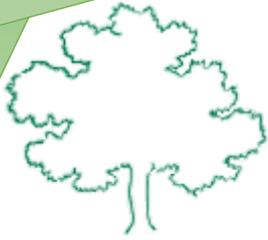
The governing body, Executive Principal and Head of School, through Greatfields School's Preventing Bullying Policy, aim to prevent and tackle bullying.

We are committed to providing a caring, friendly and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. We expect all our students to treat each other with respect and to celebrate difference.

Greatfields School believes that:

- Bullying is undesirable and unacceptable.
- Bullying is a problem to which solutions can be found.
- Seeking help and openness are regarded as signs of strength not weakness.
- All members of our community will be listened to and taken seriously.
- Everyone has the right to enjoy and achieve in an atmosphere that is free from fear.
- All of us have a responsibility to ensure that we do not abuse or bully others.
- Young people should talk to an adult if they are worried about bullying and have a right to expect that their concerns will be listened to and treated seriously.
- Children and young people should be involved in decision making about matters that concern them.
- We all have a duty to work together to protect vulnerable individuals from bullying and other forms of abuse.

Greatfields School believes in tackling bullying by encouraging an environment where individuality is celebrated and individuals can develop without fear.



## 2.0 Key Principles

Greatfields School:

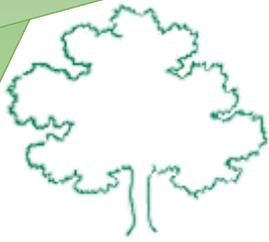
- Supports staff to promote positive relationships and identify and tackle bullying appropriately.
- Ensures that students are aware that all bullying concerns will be dealt with sensitively and effectively; that students feel safe to learn; and that students abide by the anti-bullying policy.
- Reports back to parents/carers regarding their concerns on bullying and deals promptly with complaints. Parents/ carers in turn work with the school to uphold the anti-bullying policy.
- Seeks to learn from good anti-bullying practice elsewhere and utilises support from relevant external organisations when appropriate.
- Discusses, monitors and reviews its anti-bullying policy on a regular basis.

The school uses the guidance from the DfE and the Anti-Bullying Alliance to inform its action planning to prevent and tackle bullying.

## 3.0 Definition of bullying

Bullying is defined as “Behaviour by an individual or a group, usually repeated over time, that intentionally hurts another individual either physically or emotionally”.

Bullying can include: name calling, taunting, mocking, making offensive comments,; kicking; hitting; taking belongings; inappropriate text messaging and electronic messaging (including through web-sites, Social Networking sites and Instant Messaging); sending offensive or degrading images by phone or via the internet; producing offensive graffiti; gossiping; excluding people from groups and spreading hurtful and untruthful rumours.



## 4.0 Forms of Bullying

Bullying can happen to anyone. This policy covers all types of bullying including:

- Bullying related to race, religion or culture.
- Bullying related to special educational needs.
- Bullying related to appearance or health conditions.
- Bullying related to sexual orientation.
- Bullying of young carers or looked after children or otherwise related to home circumstances.
- Sexist or sexual bullying.
- Cyber bullying.

## 5.0 Preventing bullying

### 5.1 What Greatfields School does to prevent bullying

Everyone involved in the life of the school must take responsibility for promoting a common anti-bullying approach:

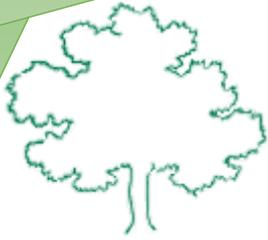
- Be supportive of each other
- Provide positive role models
- Convey a clear understanding that we disapprove of unacceptable behaviour
- Be fully involved in the development of the anti-bullying policy and support anti-bullying practice
- Support each other in the implementation of this policy

All members of the school community are expected to report incidents of bullying.

### 5.2 Responsibilities

Greatfields School will:

- Work with staff and outside agencies to identify all forms of prejudice-driven bullying.
- Actively provide systematic opportunities to develop pupils' social and emotional skills, including their resilience.



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- Consider all opportunities for addressing bullying including through the curriculum, through displays, through peer support and through the School Council.
- Train all staff including teachers, lunchtime staff, learning mentors, Teaching Assistants and support staff to identify bullying and follow school policy and procedures on bullying.
- Actively create “safe spaces” as necessary for vulnerable children and young people.
- Communicate the policy effectively to the school community.

Staff have a responsibility to:

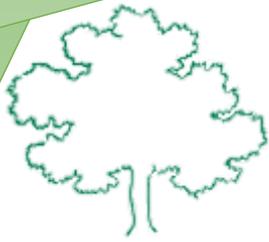
- Provide children with a framework of behaviour
- Emphasise and behave in a respectful and caring manner to young people and colleagues, to set a good tone and help create a positive atmosphere
- Raise awareness of bullying through activities, discussion, peer support, school council, PSHE etc.
- Through the Head of School, keep the governing body well informed regarding issues concerning behaviour management

Governors have a duty to:

- Be fully informed on matters concerning anti-bullying
- Regularly monitor incident reports and actions taken to be aware of the effectiveness of this policy
- Take a lead role in monitoring and reviewing this policy
- Identify one governor to lead on anti-bullying

Through the development and implementation of this policy, Greatfields School trusts that all young people, parents/carers and staff will:

- Feel confident that everything is being done to make Greatfields School a safe and secure environment
- Know who can be contacted if they have any concerns about bullying
- Feel supported in reporting incidents of bullying
- Be reassured that action regarding bullying will take place



## **6.0 Recording and Responding to Bullying**

### **6.1 Recording**

All bullying incidents - either in or out of class - will be recorded by the school. A senior member of staff – Head of School - will take responsibility for ensuring that the incident is properly recorded and that the record is updated as necessary throughout an investigation.

Parents of all young people involved will be informed of what has happened, and how it has been dealt with. All discussions and actions relating to the incident/investigation will be documented and added to the incident log.

### **6.2 Dealing with an Incident**

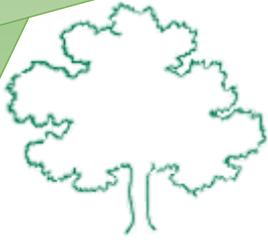
Whenever a bullying incident is discovered, the school will go through a number of steps. The exact nature of each step will be adapted to suit the nature and severity of the incident, and the response of those involved.

Greatfields School expects to support all involved by:

- Talking the incident through with all parties involved
- Supporting the person who has been bullied to express their feelings
- Supporting the person displaying the bullying behaviour to express their feelings
- Discussing which rule(s) have been broken
- Discussing strategies for making amends

Measures will be in line with the school's behaviour policy, and may include:

- Explanation why the inappropriate behaviour is unacceptable
- Reparation of damaged relationships
- Peer mediation
- Support from appropriate external organisations
- Time away from an activity
- Meeting with staff, parent and child
- Missing another activity



- Formal letter home from the senior staff member/head teacher expressing concerns
- Time out from the classroom
- Pastoral support plan
- Detention after school
- Fixed term exclusion
- Permanent exclusion

Safeguarding procedures will be followed when child protection concerns arise.

## **7.0 Involvement of students**

Greatfields School will:

- Regularly canvas students' views on the extent and nature of bullying.
- Ensure students know how to express worries and anxieties about bullying.
- Ensure all students are aware of the range of sanctions which may be applied against those engaging in bullying.
- Involve students in anti-bullying campaigns in school.
- Publicise the details of helplines and websites.
- Offer support to students who have been bullied.
- Work with students who have been bullying in order to address the problems they have.

## **8.0 Liaison with parents and carers**

Greatfields School will:

- Ensure that parents / carers know whom to contact if they are worried about bullying.
- Ensure parents know about the school's complaints procedure and how to use it effectively.
- Ensure parents / carers know where to access independent advice about bullying.
- Work with parents and the local community to address issues beyond the school gates that give rise to bullying.

