

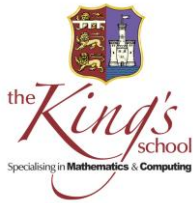


the *King's* school

Specialising in maths and computing

# Safeguarding Anti-Bullying Policy

Approval Date    November 2016  
Review Date      November 2017  
Governor Committee    Behaviour & Discipline



## ANTI - BULLYING POLICY

### Policy Statement

The Anti-Bullying Policy of The King's School forms part of the overall aims of the school which promote positive behaviour between all members of the school and its community.

The Governors, staff and students of The King's School agree that bullying is unacceptable and incidents of bullying should be dealt with in a serious and thoughtful manner.

We recognise that all members of the school have the responsibility to reduce bullying and contribute to and support anti-bullying measures. We recognise bullying to be deliberately intimidating or hurtful behaviour repeated over a period of time, where it is difficult for the victims to defend themselves.

We recognise bullying to include:

- a) **Physical actions** (eg. hitting, kicking, theft)
- b) **Verbal** (eg. name calling)
- c) **Indirect** (eg. spreading rumours, excluding someone from social groups or a Group targeting of any individual)
- d) **Cyber Bullying** (eg. use of texts, internet social networking sites)
- E) **Homophobic Bullying** (eg. name calling or targeting individuals because of sexuality)
- f) **Racist** (eg. name calling or targeting individuals because of race)

Executive Summary of LA Guidance for Homophobic Bullying and Cyber Bullying are available for reference in Student Services if needed by any member of staff.

We recognise that staff, parents/carers and students need to work together against bullying.

### **2** Purpose

To support the King's School Ethos i.e. that all students have the 'Right to be Respected' and the 'Right to be Safe' so that the King's School Aims of 'Providing a happy, purposeful, caring, safe and stimulating environment where success is desirable and achievable' is met.

To try and ensure that, in line with current safeguarding legislation that every student has the right to be safe and happy at school. They have the right to enjoy their learning and leisure time free from intimidation both in and out of school.

We aim to encourage learners to have the confidence to talk to staff and others when they feel unhappy or at risk. We also need to encourage learners to adopt safe and responsible practices in using new technologies, including the Internet.

Our policy is also in line with the advice and guidance recommended by the DfE.

### **3** Scope

This policy will be used by all staff and will apply to all students regardless of age and ability. Reporting of Bullying incidents will require liaison with Year Achievement Leaders and the recording of incidents will be their responsibility. Year Achievement Leaders all use a common recording sheet for bullying incidents that are reported - see attached (**Appendix 1**).

## **4 Responsibility**

Student safety and well being at the King's School is the responsibility of everyone in the school community - students, parents and staff.

### **School and Staff Commitment**

**The King's School will strive to provide a welcoming, caring environment, whereby each student feels safe and secure.**

As a school and as members of staff we will:

1. Always regard bullying as unacceptable behaviour.
2. Actively seek to provide an environment in which all members feel valued, listened to, respected, successful and safe.
3. Recognise and praise efforts made by students which promote good relationships and support anti-bullying initiatives.
4. Act as positive role models for students.
5. Use PDC and other lessons, assemblies and tutorials to promote opportunities for students to learn how to relate to others, how to manage conflict in relationships, develop self esteem, listening skills, assertiveness and co-operative behaviour.
6. Use assemblies to show students how to block and report cyber bullying and to recognise risks of using online communications.
7. Be alert and aware of situations where bullying could occur.
8. Be approachable, responsive and alert to changes in behaviour which may be the result of bullying. (N.B. All staff can be approached eg. Teachers, Learning Support Assistants, First Aid Assistant, EWO, Year 11 Link and Blue Tie Students.)
9. Treat reports of bullying in a sensitive and confidential way.
10. Investigate incidents of bullying in a consistent way, respecting the confidentiality of the victim or person(s) reporting the incident (unless Child Protection issues are raised).
11. Take action in relation to the bully and inform the victim of this.
12. Pursue a 'Solution Focused' approach balancing positive/ learning focused aims designed to sort out any problems, with the need for fairness, justice and safety.
13. Inform the parents/carers of the victim and the bully.
14. Record the incident in the bully's file and in the Bullying Incident Report Book.
15. Consult, monitor, review and make improvements to the Policy and associated procedures.
16. Provide a variety of ways in which students can report bullying concerns safely and anonymously if necessary eg. e-mail, mentors.

## Student Commitment

As students we will:

1. Show respect to everyone whenever possible.
2. Avoid negative and hurtful language when speaking to others.
3. Avoid and discourage arguments and fights.
4. Avoid actions and gossip which may cause problems between other students.
5. Ignore students who are trying to cause trouble.
6. Take action when we see bullying taking place (eg. by helping the victim or reporting to an adult).
7. Avoid being a further victim of a bully by standing by whilst bullying is taking place.
8. Where appropriate draw attention to unacceptable incidents at Year Group Anti-Bullying Committee and whole School Student Leadership meetings.

## Parental Commitment

As parents/carers we will:

1. Alert the student's Form Tutor or Year Achievement Leader if a child reports that his/her life is being made miserable because of the actions of others.
2. Alert the student's Form Tutor or Year Achievement Leader if a child shows signs of behaviour which may indicate that bullying is a problem.

### EG. THE CHILD

- Becomes unusually shy, withdrawn or lacking in confidence;
  - Suddenly develops outburst of temper;
  - Starts having nightmares;
  - Arrives home with unexplained cuts, bruises or with clothes ripped or missing;
  - Starts truanting;
  - Claims to be ill and doesn't want to go to school;
  - Continually loses money;
  - Is frightened of walking to school.
3. Talk, listen to and take seriously any problems raised by the student.
  4. Give advice about avoiding bullying and areas where bullying may occur.
  5. Help the child to develop other enjoyable interests to raise self confidence and self esteem and help the child to be happier.
  6. Monitor and/or supervise the use of new technologies such as the Internet that could be a source of Cyber-bullying.

## 5 Publicity

A statement regarding the Anti-Bullying Policy will be made on all publicity materials, all new staff and students recruited to the School will be made aware of it. The policy will be posted on the Shared (G) drive on the School IT network and on the School website. The Student Leadership Anti-Bullying Committee fully reviewed the Anti- Bullying Policy in the Summer Term 2011/12 and their recommendations were put in place, such as an updated blue summary page in the student planner. They also reviewed and updated the policy again in autumn 2014 taking into account information from the delivery of Anti-Bullying assemblies. In May 2015 the Anti-Bullying Committee has again reviewed this policy but suggested no further changes were needed.

The school also participates in the Anti- Bullying week activities offered by the LA eg. Poster competition and maintenance of the Anti-Bullying Peer Mentoring initiative in school.

## **GUIDANCE/PROCEDURES**

The Student Leadership Group reviewed the following procedures and added the first paragraph so that this encouraged students to report any bullying incidents. This is now a page in the student planner for all parents and students to see.

### **PROCEDURES FOR DEALING WITH BULLYING INCIDENTS**

It is essential that students and/or parents alert staff to any bullying that takes place so that it can be prevented as early as possible. Students can use the anti-bullying postcards and drop in box if this is easier than reporting things in person.

1. If bullying is suspected or reported, the incident should be dealt with as soon as possible by the member of staff who has been approached.
2. If necessary the situation must be made safe. I.e. control of the bully and support for the victim.
3. A clear account of the incident will be recorded with statements from the bully, the victim and any witnesses. This will also be recorded in the Bullying Incident Report Book (as a central book) by the member of staff dealing with the incident.
4. The Form Tutor and Year Achievement Leader should be informed and where necessary parents contacted.
5. The following steps can then be taken with a view to stopping any further incidents:
  - a) A Solution Focused approach involving the bully(ies), bystanders and other parties: Restorative meetings can be held where appropriate.
  - b) Exclusion from social time eg. Lunchtime detention.
  - c) Isolation.
  - d) Fixed Term exclusion.
  - e) Permanent exclusion.
6. The episode(s), the victim and the bully should be subject to further monitoring until the situation is normalised. Names are entered into a 'Bullying Incident Report Book' with incidents and dates logged.
7. The support of the LA and relevant statutory/voluntary agencies and organisations should be Utilised for both the victims and the bullies when appropriate.

### **REPORTING BULLYING**

It is essential that students and/or parents alert staff to any bullying that takes place so that it can be prevented as early as possible. Students can report bullying to their Form Tutors, Year Achievement Leader or any other member of staff. Alternatively parents and students can contact us via the School Website on the Parent/Students and Contact Us section. E-mail for bullying reporting is [bullying@kings.wakefield.sch.uk](mailto:bullying@kings.wakefield.sch.uk)

## The King's School Bullying Incident Report

<b>Date of Incident:</b>	<b>Type of Incident/ Bullying:</b> (see bottom of page)
<b>Name of Perpetrator/Offender(s):</b>	<b>Name of Victim(s):</b>
<b>Statement By:</b>	<b>Date statement completed:</b>
<b>Witnesses:</b>	
<p><b>Name of the bully(ies)</b></p> <p><b>When and where does it happen? How often?</b></p> <p><b>What is being done /said?</b></p> <p><b>How long has it been happening/when did it start?</b></p> <p><b>Has anyone seen it happen?</b></p> <p><b>Who have you told about it so far?</b></p> <p><b>What have you done so far?</b></p> <p><b>What can we do to help/are there any ideas/suggestions that could help?</b></p> <p><b>Signature of student:</b></p> <p><b>R = Racist                      P = Physical                      C = Cyber bullying (texts, facebook etc.)</b>  <b>H = Homophobic              I = Isolating (excluding peers, spreading rumours etc)</b>  <b>Verbal= Verbal (name calling etc)</b></p>	

**Action Taken:**

Parents informed - Y/N (delete as appropriate)

Watching brief only - Y/N

Student asked to record events that cause concern/keep a diary - Y/N

Student advised re: own conduct and strategies to help prevent bullying - Y/N  
Eg: avoidance, assertion, safe place to go etc...

Restorative meeting to be held - Y/N  
Time:                      Date:

Form Tutor Informed - Y/N

Other Staff Informed - Y/N

Logged in Bullying Incident Report Book - Y/N

Students to be spoken to:

Follow up/Review necessary - Y/N  
If yes, Date & Time:

Status following review - please circle as appropriate:

Resolved to date

Improved

Ongoing