



Anti-Bullying Policy

Reviewed:	October 2019		
Next review:	September 2021		
		Diane Osborne	Chair of Management Committee
		S Pritchard-Jones	Head Teacher

Statement of Intent

We are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at Shepwell. If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively. We are a *TELLING school*. This means that *anyone* who knows that bullying is happening is expected to tell the staff.

Aims

The main aim of our Anti-Bullying Policy is to make it clear to pupils, parents and staff that bullying is unacceptable. The School believes that our pupils have the right to learn in a supportive, caring and safe environment where independence is celebrated and individuals can flourish without fear of being bullied. Every pupil also has the right to be protected when he/ she is feeling vulnerable to bullying. It is the duty of all adults on site to help to reduce, and to work towards, eliminating all forms of bullying amongst the pupils at Shepwell Short Stay School.

Finally, it is intended that this policy will complement the Schools policies on Behaviour Management and Equal Opportunities and is in line with the Schools Ethos and Code of Conduct.

Objectives of this Policy

- The Management Committee, teaching and non-teaching staff, pupils and parents should have an understanding of what bullying is.
- The Management Committee, teaching and non-teaching staff should know what the Shepwell policy is on bullying, and follow it when bullying is reported.
- All pupils and parents should know what the School policy is on bullying, and what they should do if bullying arises.
- As a School we take bullying seriously. Pupils and parents should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated.

What Is Bullying?

There is no agreed definition of bullying but it can take many forms. It makes other people feel intimidated, threatened or powerless and unable to defend themselves. Bullying results in pain and distress to the victim.

Bullying can be:

- Emotional being unfriendly, excluding pupils from discussions/ activities, tormenting (e.g. threatening gestures)
- Physical taking or hiding belongings (including money), pushing, kicking, hitting, punching or any use of violence
- Racist racial taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments
- Homophobic because of, or focussing on the issue of sexuality
- Verbal name-calling, sarcasm, spreading rumours, teasing
- Cyber All areas of internet ,such as email & social media misuse
Mobile threats by mobile phone text messaging & calls
Misuse of associated technology , i.e. mobile telephone camera

Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Pupils who are bullying need to learn different ways of behaving. All schools have a responsibility to respond promptly and effectively to issues of bullying.

Signs and Symptoms

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- is frightened of walking to or from the School
- doesn't want to go on the School's transport / public bus
- begs to be driven to the School
- changes their usual routine
- is unwilling to go to School (school phobic)
- begins to truant
- becomes withdrawn anxious, or lacking in confidence
- starts stammering
- attempts or threatens suicide or runs away
- cries themselves to sleep at night or has nightmares
- feels ill in the morning
- begins to do poorly in class work
- comes home with clothes torn or books damaged
- has possessions which are damaged or "go missing"
- asks for money or starts stealing money (to pay bully)
- has dinner or other monies continually "lost"
- has unexplained cuts or bruises
- comes home starving (money / lunch has been stolen)
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating

- is frightened to say what's wrong
- gives improbable excuses for any of the above
- is afraid to use the internet or mobile phone
- is nervous & jumpy when a cyber message is received

Whilst many of our vulnerable pupils at Shepwell exhibit many of these signs when they come to us for support, we should be vigilant about new signs/ behaviours developing, which could indicate bullying. These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated.

Why does one get bullied?

- Race/gender/class
- New child in School
- Child in crisis
- Disability
- Different in anyway from the presumed "norm"

Individuals who get bullied are likely to be non-assertive (timid), unlikely to fight back, loners with few friends, anxious or fearful children, younger children and those outside of a group.

Bullies in themselves could be:

- Victims of bullies
- People who enjoy the power it gives
- copying behaviour which they have seen

Bullying can be:

- Child v Child
- Staff v Child
- Child v Staff
- Staff v Staff
- Parent v Child
- Child v Parent

Bullying can be one-off or sustained and damaging either way. It can be obvious or subtle. Direct physical bullying and threats are more often used by boys whereas girls tend to use a more sustained, verbal and intimidating process.

Bystanders often show tacit acceptance to such an extent that victims see them as part of the process.

Encouragement to Tell

At The Shepwell School, we recognise that it is important to create an atmosphere in the School where pupils who are being bullied, or others who know about it, feel that they will be listened to and believed, and that action will be taken. The School works hard through its British Values programme, registration, assembly, mentoring sessions, linked adults sessions and lessons to emphasise that the culture of not "telling tales" or "grassing" fosters bullies. Not telling protects the bullies, conveys the message that they can continue, perhaps bullying others too.

Procedures for Telling

1. Report bullying incidents to staff in writing (paper or email), talking, or using the pastoral telephone text service.
2. Incidents will be recorded by staff, using the School's online platform CPOMS
3. Information should be linked to the Head teacher and copied to pupil files
4. Parents should be informed and will be asked to come in to a meeting to discuss the problem if it cannot be resolved easily by staff
5. If necessary and appropriate, police will be consulted
6. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly
7. In cases of persistent bullying, the victim may be offered a diary to record incidents. This must be shown to staff as soon as possible after an incident for discussion with the pupil, with any action being recorded.
8. An attempt will be made to help the bully (bullies) change their behaviour

Action to be Taken When Bullying is Identified

We will support the victim in the following ways:

- By offering to talk about the experience with a teacher, our Safeguarding and Wellbeing Lead, our Pupil & Parent Support Lead, Linked Adult, or with a peer
- By informing and involving parents and ensuring that they know how it is being dealt with
- By offering continuing support and counselling, organised by the Pupil & parent Support Lead, which makes use of teachers, the Education Welfare Officer, School Health Professionals, and other agencies as appropriate
- By taking appropriate action to deal with the bullies to prevent further incidents.

Outcomes:

1. The bully (bullies) may be asked to genuinely apologise. If possible, the pupils will be reconciled
2. Other consequences may take place, e.g. removal of the bully from the group/school; withdrawal of privileges; detention; work in isolation
3. In serious cases, fixed-term exclusion or even permanent exclusion will be considered
4. After the incident / incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place. This may include issuing the victim with a 'Bully Book' to record future incidents.
5. ALL incidents of bullying will be recorded in the School's Bullying Record, which is kept in the Main Office. This is used for monitoring purposes.

Formal Procedure for reporting incidents of bullying

For all Staff: Teaching and Non-Teaching

1. All complaints to go to the Head teacher (Stephen Pritchard-Jones) initially via CPOMS or conversation.

2. Record all incidents and discussions with all children involved.
3. Involve parents and explain action taken, why and what they can do to reinforce and support.
4. Continue support by monitoring situation. Victim and perpetrators will be offered advice and counselling.

If further action is required:

1. Refer to our Pupil and Parent Lead Practitioner (Jayne Hoey) for ongoing support
2. Follow Behaviour Policy and report to Management Committee if situation is judged to warrant this.

Informal Procedure

1. Stress that just watching and doing nothing is supporting the bully. If you feel unable to help tell someone who can.
2. Be aware and tackle any racist or sexist language
3. Give support to both victim and bully. Victim needs self-esteem and self value. Bully needs to work with others (co-operation rather than competition). Do not bully the bully - find out why they are bullying.
4. Reward non-aggressive behaviour in the School.
5. Follow up, to support victim and prevent re-occurrence.
6. Make clear to pupils the unacceptability of bullying in “now hit him back” attitude.
7. Make clear to parent unacceptability of bullying i.e. “now hit him back” attitude.
8. Help children to show empathy.
9. In service training/ discussion/ staff conferences.

Combating Bullying

There are many informal and formal structures in places:

1. The Anti Bullying Policy will be reviewed annually.
2. We use KIDSCAPE and DCSF recommended methods for helping children to prevent bullying. As and when appropriate, these include:
 - reviewing the School Rules and/ Code of Conduct
 - signing a Behaviour Contract upon admission to the School
 - using the curriculum to raise awareness about bullying, the Anti-Bullying Policy; how pupils can constructively manage their relationships with others (e.g. assertiveness training)
 - having discussions about bullying and why it matters during School Council Meetings, registration/ assembly times, PSHEE and Citizenship
 - holding special assemblies about bullying, (e.g. inviting outside agencies to speak to pupils)
 - Increasing awareness amongst staff via INSET training sessions
3. Questionnaires will be used as a basis to further monitor and develop strategies for combating bullying.
4. Procedures via Head of School and Management Committee are in place to punish the aggressor and support the victim.

5. Support mechanisms include teachers, Learning Mentor, Peer Support and external agency support (e.g. Walkways).
6. The School follows an agreed code of conduct.
7. There is a reward and sanction system in place.
8. Records of pupils' behaviour are kept on CPOMS in order to monitor behaviour, set targets, provide support and form the basis of discussion with parents.
9. There is an efficient duty system with regular patrols especially toilets and secluded areas.
10. Incidents are dealt with promptly with effective sanctions.
11. Less tangible but still present, the School works to create a sociable atmosphere amongst pupils encouraging teamwork and good relationships.
12. Incidents of staff/ staff bullying are dealt with by formal procedure via the Headteacher.

Shepwell Staff employ various methods to prevent bullying...

- Set of consequences and rewards posters are visible in each classroom to encourage good behaviour.
- Being fully aware of those pupils in the class & while on duty & actively looking to support pupils if they believe they are being treated negatively by their peers.
- Taking part in the National Anti Bullying Week...& promoting these values throughout the rest of the school year during British Values days and events.
- Completing CPOMS when an act of bullying is witnessed/dealt with.
- Calling parents/carers when an act of bullying is witnessed/dealt with.
- Dealing with the bullies appropriately i.e. isolation, detention, meeting with the head teacher & other disciplines as mentioned above.
- Making sure the bully has fulfilled the discipline given i.e. attending detention, 1:1 mentoring sessions, meetings & work given.

Prevention

We will use KIDSCAPE and DfE recommended methods for helping children to prevent bullying. As and when appropriate, these may include:

- reviewing the School Rules and/ Code of Conduct
- signing a Behaviour Contract
- using the curriculum to raise awareness about bullying, the Anti-Bullying Policy; how pupils can constructively manage their relationships with others (e.g. assertiveness training)
- having discussions about bullying and why it matters during School Council Meetings, registration time, PSHCE lessons and assemblies
- holding special assemblies about bullying, (e.g. inviting outside agencies to speak to pupils)

If any pupils do not feel safe at Shepwell because of bullying then our school motto 'Every Child Matters' is not effective. If a pupil is not feeling safe at school they cannot focus on the enjoyment of school, nor achieve to their full potential.

Every child is informed on how to report bullying during assemblies and linked adult time & are regularly reminded that there is always someone to talk too.

For pupils who experience bullying...

Pupils need to be aware that bullying is not acceptable & see that it gets dealt with quickly, appropriately & effectively.

For pupils who engage in bullying...

There is a high staff ratio at Shepwell that helps to prevent bullying incidents – staff must be on time for change over's & duties.

School has a responsibility to the pupils at Shepwell, no one should come to school in fear of what will happen to them, or be said to them.

This policy has been revised in conjunction with the recommendations made by Kidscape and the Department for Education and Skills (DfES).

HELP ORGANISATIONS:

Childline	0800 1111
Children's Legal School	0845 345 4345
KIDSCAPE Parents Helpline (Mon-Fri, 10-4)	0845 1 205 204
Parentline Plus	0808 800 2222
Youth Access	020 8772 9900
Bullying Online	www.bullying.co.uk
DFE (Don't Suffer in Silence)	http://www.dfes.gov.uk/bullying/
Kidscape	www.kidscape.org.uk

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