

2018

# Bullying Prevention Policy

Blackwood Comprehensive School  
Ysgol Gyfun Y Coed Duon

This document contains the specific policy and associated information relating to anti-bullying at Blackwood Comprehensive School



## **Bullying and Discrimination Prevention Policy.**

Every child and young person in Blackwood Comprehensive School has the right to learn in an environment where they feel safe, to be protected from harm; including all types of bullying whatever their race, religion, culture, language, gender, gender identify, abilities or needs. Bullying is one of the most damaging forms of discrimination and this guidance provides advice within Blackwood School on dealing with and reporting bullying and racial incidents. Where bullying does occur, it is dealt with in an effective and consistent manner.

This policy has been developed in collaboration with staff, pupils and parents/carers and acknowledges the Welsh Government's Respecting Others Guidance 2011 and complies with the Equality Act 2010. This policy should be read in conjunction with the Behaviour Policy and Strategic Equality Plan.

### **Aims:**

- To encourage a climate where persons are able to feel confident if they report an incident it will not be ignored and will be dealt with effectively;
- To have a clear bullying prevention policy statement, which builds upon the modelling of positive behaviour and practices; this policy statement should be reviewed regularly (at least every two years);
- To follow the LA procedures for tackling and reporting bullying and discriminatory incidents to the Local Authority;
- For clear processes and measures to be in place to reduce the extent and nature of bullying;
- To provide a supportive learning environment that allows all pupils to increase their educational achievement and attendance;
- To provide a supportive learning environment that allows all pupils to feel safe, whatever their race, religion, culture, language, gender, gender identity, abilities or needs;
- To encourage all stakeholders to take an active part in the policy;
- To investigate and maintain best practice preventative measures;
- To create a consistent approach to dealing with any instances of bullying;
- To identify a system of evaluation and recording based on best practice.

### **Objectives:**

- To clarify what is meant by bullying and discriminatory incidents;
- To create an inclusive culture and environment;
- To provide relevant staff training, where appropriate;
- To use curriculum opportunities to raise awareness of bullying and anti-bullying measures employed at Blackwood ;
- To consistently challenge homophobic language and attitudes;
- To promote positive and appropriate use of technology.

## 1. A definition of bullying.

***Bullying is “a persistent, deliberate attempt to hurt or humiliate someone and often involves an imbalance of power where a person or group of people repeatedly and intentionally cause emotional and/or physical harm to another person or group of people.***

***Isolated incidents of hurtful behaviour, teasing, arguments or falling out between individuals of equal power should not be seen as bullying.”***

Bullying can take many forms, but the three main types are:

- Physical – hitting, kicking, taking belongings, sexual harassment or aggression
- Verbal – name calling, insulting, making offensive remarks
- Indirect – spreading nasty stories about someone, exclusion from social groups, non-verbal intimidation, being made the subject of malicious rumours, sending malicious e-mails or text messages on mobile phones (through social networking sites)

There are many important categories of bullying, including:

- Socio-Economic Status
- Gender Identity (transphobic bullying)
- Sexual Orientation (homophobic or biphobic bullying)
- Homophobic
- Faith-based
- ALN/Disability
- Gifted/Talented
- Cyber
- Racist
- Psychological

## **Definition of Discriminatory Incidents.**

A discriminatory incident is any incident which is perceived by the victim or any other person, to be motivated by hostility or prejudice based on a protected characteristic, listed below:

- Age
- Disability
- Gender re assignment
- Marriage and civil partnership
- Race
- Religion or belief
- Sex
- Sexual orientation
- Pregnancy and maternity
- Welsh Language (not officially a protected characteristic but treated as such by Caerphilly County Council)

## 2. Whole Setting Approach to Bullying Prevention.

In Blackwood Comprehensive School, all members of our school community should be able to feel safe and respected. We will challenge all forms of bullying and discrimination and highlight that such behaviour is unacceptable. This policy has a clear link to the Positive Behaviour rewards system and R2L process.

The setting uses the following strategies:

- Buddying
- Anti-bullying ambassadors
- Peer mentors
- Positive Rewards
- Restorative Approaches
- Supervision during break and lunch times
- National Anti-Bullying Week
- Youth forum Group
- Assemblies
- Outside agencies
- School Council
- Bullying workshops
- Victim support groups
- Posters
- Pupil/parental Surveys
- ELSA Support
- Comment boxes
- Transition
- Guest speakers.

These strategies are supported through the curriculum or educational activities within PSHE, creative writing, expressive arts, history, ICT and RE to prevent bullying and to promote positive behaviour and good relationships within the setting

### The Identification and Management of Incidents

#### How to Identify Incidents?

The staff member should ask the following questions in relation to all types of incidents:

1. ***Has this happened before?***
2. ***Is there intent?***
3. ***Is there an imbalance in power?***
4. ***Is the person who has been targeted in some form of distress?***

**If you have answered yes, then bullying may have taken place. The school must carry out its own internal investigation. This will be reported to the Local Authority termly.**

All incidents should be recorded and shared with the appropriate Progress Manager or Assistant Headteacher. The information should be recorded in detail with dates, times and locations of the incidents.

### 3. Roles and Responsibilities.

All members of the school community have an active role to play in the prevention of bullying and discriminatory behaviour, to promote positive relationships and respect as well as responding to incidents when they occur.

The **Governing Body** should:

- ensure that every pupil has the right to learn, free from the fear of bullying or discrimination.

The **Headteacher or Safeguarding Officer** should:

- ensure that the Bullying Prevention Policy and reporting procedures are known to the whole staff, children and young people, parents/carers and outside agencies (where appropriate);
- ensure that all staff have the opportunity to receive training;
- ensure that there is suitable and sufficient opportunity in the curriculum and non-curriculum time through the school's PSHE programme to explore issues relating to all types of bullying and discriminating incidents;
- ensure that incidents are recorded, monitored and reported to the LA and inform the schools self-evaluation process;
- report to the Governing Body annually.

**Staff** should:

- receive, respond, take seriously and act upon information which is disclosed;
- report any observed, suspected or disclosed incidents to the nominated member of staff.

**Pupils** should:

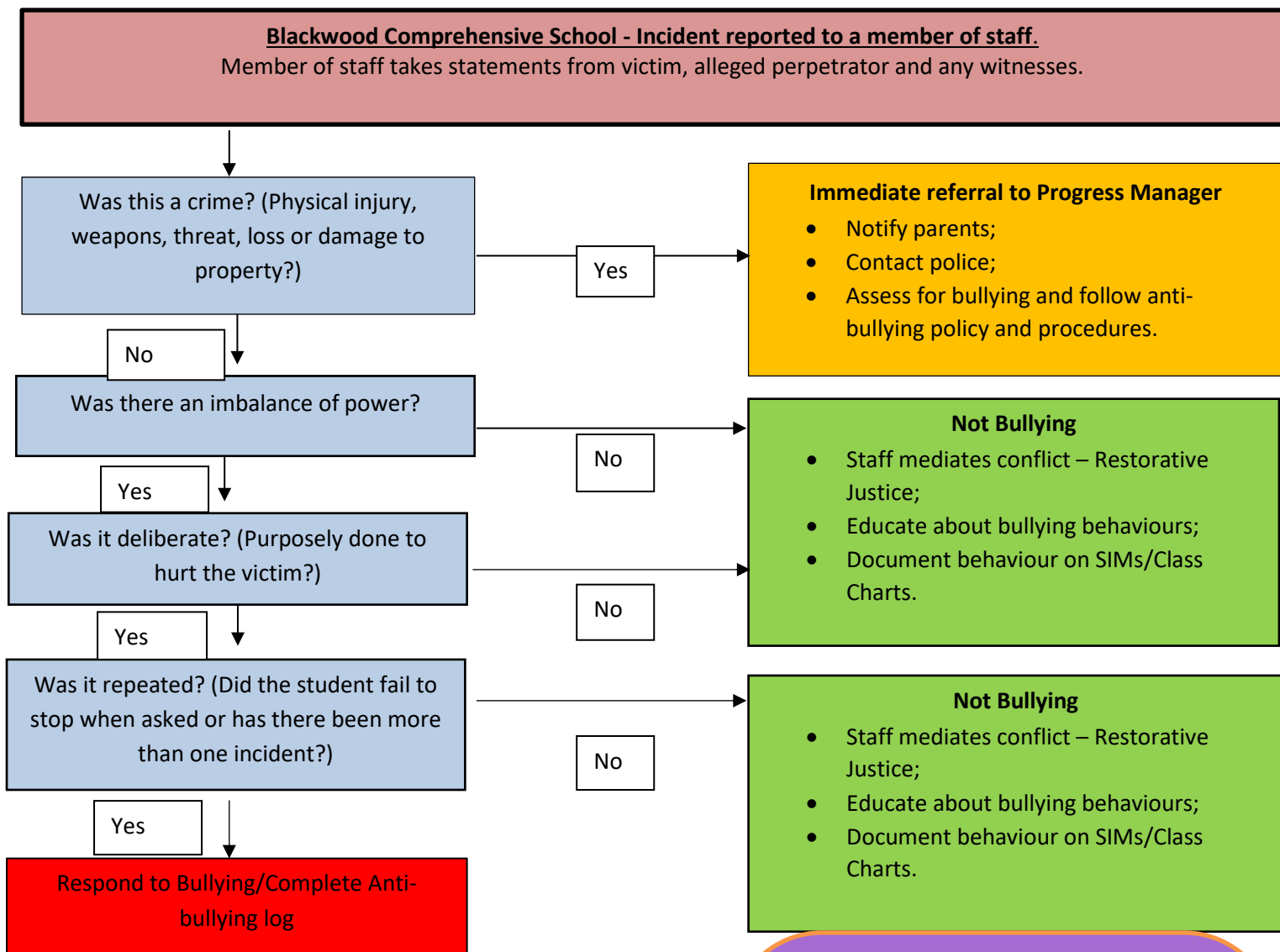
- report incidents straight away, observing incidents can suggest support for the perpetrator;
- tell someone you trust straight away;
- ask parents/family or staff for advice and help. If you are too scared to tell an adult on your own, ask a friend to go with you.

**Parents/carers** should:

- reassure their child that they are doing the right thing in telling the school;
- remember that they may be the first person to know of any bullying incident. Try to stay calm and make notes which may be useful later;
- contact the school;
- work with the school to draw up ideas that will help to support the child.

#### 4. The Management of Incidents

See flow chart below.



#### Graduated response against Bullying

**First incident:** Pastoral team to investigate and take statements. Log on Class Charts and anti-bullying log. Verbal warning and Red Card Detention issued by PM, if required.

**Second incident:** Referral to PM to investigate and take statements. Contact all stakeholders and feedback as necessary. Referral to R2L room as verbal warning has been issued. Log on Class Charts and anti-bullying log. Discussion about moving forms. Outside agency support. Regular monitoring of wellbeing.

**Third incident:** Referral to Assistant Head/Head teacher. Investigate and take statements. Possible FTE/MM.

#### Victim support

- Offer support (Pupil, staff, anti-bullying ambassador).
- Contact parents/carers.
- Regular welfare checks.
- Counselling helplines/ outside agency support.
- Provision of safe place.
- Moderated timetable e.g. permission to leave lessons early.
- Specific points of contact/key worker.
- Informing all staff.
- Possible change of class/forms.
- Restorative meeting.
- Anti-bullying log.

## 5. The Management of Incidents

A good deal of bullying can take place outside of school, to and from school, on school transport, school trips or on mobile phones and social networking sites. All pupils are expected to comply with the School Travel Code 2010 (see school Behaviour Policy and Acceptable Use of ICT Policy).

The school **may take reasonable** steps, at the discretion of the head teacher, to investigate incidents that have a negative impact on the orderly running of the school and/or might pose a threat to another pupil during school time or member of staff.

### 1. Working with the Police.

The setting will cooperate with the police if a child or young person or parent/carer has reported an incident. Some forms of bullying behaviour may involve criminal offences. In the case of schools they may contact the Schools Police Liaison Officer (SPLO). If the matter is urgent and the SPLO is unavailable, the school will contact the police directly in order to protect the person experiencing the bullying and to respond appropriately to the incident (see All Wales School Crime Beat Policy).

The school will also work in partnership with the SPLO as part of the schools bullying prevention work.

### 2. Monitoring and Evaluation.

The school will monitor incidents of bullying and discrimination in order to identify patterns of behaviour and the extent of the bullying. The school will then use this data to review the effectiveness of current policy and practice. The school will also take into consideration any findings or recommendations from inspection reports and/or independent reviews.

*[Insert brief text to explain the process including the arrangements for involving children and young people]*

### 3. Arrangements for reviewing the policy.

This policy will be reviewed every two years or in light of new guidance or recommendations.

Signed ----- Headteacher

Signed ----- Chair of Governors

Date -----

## **Appendix A:**

### **Helplines.**

#### **Meic Cymru:**

www.meiccymru.org

Freephone: 080880 23456, Text: 84001

#### **Kooth:**

www.kooth.com

#### **Childline:**

www.childline.org.uk

Freephone: 0800 1111

#### **NSPCC:**

www.nspcc.org.uk

Freephone: 0808 800 5000

Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

#### **Kidscape:**

[www.kidscape.org.uk](http://www.kidscape.org.uk)

Tel: 020 7730 3300

Parent advice line: 020 7823 5430

Email: [info@kidscape.org.uk](mailto:info@kidscape.org.uk)

#### **CEOP:**

[www.ceop.police.uk](http://www.ceop.police.uk)

#### **Family lives:**

www.familylives.org.uk

Helpline: 0808 800 2222

#### **Stamp Out Bullying:**

www.stampoutbullying.co.uk



Appendix B:



Name: ..... Form: .....

Reason for contact: .....

Level of intervention (please circle): Anti Bullying Ambassador / Form Tutor / Progress Manager

Staff must Date and Initial when contact has been made with the pupil (this form should be kept by FT/PM)

Monday	Tuesday	Wednesday	Thursday	Friday	PM signature

**(Tutor) If there are any issues raised by the pupil please comment below and date with outcomes.**

**Review meeting by PM** – The review meeting will take place after 2 weeks of this intervention. Pupils will be Monitored by FT/PM/KW on a regularly basis.

**Date:** \_\_\_\_\_ **Has the intervention worked? YES / NO**

**Pupils View**

Pupil Signature .....

**Staff View**

**Outcome(s)**

Staff Signature



**Appendix C:**

The Local Authority Incident Record must be completed every term and returned to the following email address [Anti-bullying.reporting@Caerphilly.gov.uk](mailto:Anti-bullying.reporting@Caerphilly.gov.uk) no later than the last Friday of each term.

<b>Equality Act 2010 Protected Characteristics</b>
Age (does not apply to pupils in a school)
Disability
Transgender / Gender Reassignment
Marriage and civil partnership
Pregnancy and Maternity
Race
Religion or belief
Sex (gender)
Sexual Orientation

<b>Additional 'risk factors' have been identified and are included in the incident recording form:</b>
Appearance / personal hygiene
Cyberbullying
Gifted / talented
LAC
Poverty/ deprivation
ALN
Welsh Language (Welsh Language Act)
Young Carer
Friendship Group / Relationships

<b>Recording 'one off' discriminatory incidents</b>
Record all individual incidents involving pupils that take place in school that can be logged against one of the above protected characteristics, including racist incidents, or 'risk factors'. Only incidents that you would usually keep a record of in school should be recorded. Detailed information of the incident should be kept in school.

## Appendix D:

### Identifying Bullying

The school should ask the following questions in relation to all types of bullying including racial bullying:

- *How many times has the bullying occurred?*
- *How long has it been going on?*
- *Is there intent?*
- *Is there an imbalance in power?*
- *Is the person who has been targeted in some form of distress?*

If you have answered yes to the above then bullying has taken place. The school must carry out its own internal investigation and complete the Local Authority Incident Record.

### Definition of Bullying

A persistent, deliberate attempt to hurt or humiliate someone and often involves an imbalance of power where a person or group of people repeatedly and intentionally cause emotional and/or physical harm to another person or group of people.

Isolated incidents of hurtful behaviour, teasing, arguments or falling out between individuals of equal power should not be seen as bullying and should be recorded as discriminatory incidents.

### Example Termly Report

Behaviour Type	NCY	School	Action taken	Location	In	Month	Term
One off Incident ALN	4	<i>A school</i>	Discussion with pupils	Playground/yard	Break time	Dec	Autumn
Bullying Incident Sexual orientation	8	<i>A school</i>	Referral to other agency	Corridor	PSHE lesson	April	Spring

