



Cardinal Wiseman Catholic Technology College

Anti-Bullying Policy

February 2014

“Love one another, as I have loved you”

(John 15:12)

1.0 Introduction

- 1.0.1 Cardinal Wiseman Catholic Technology (CWS) aims to ensure that all members of the school community feel welcome, safe and happy and so are able to learn and make progress. Bullying of any kind prevents this happening and makes people feel unsafe.
- 1.0.2 As a school, we take bullying extremely seriously. Pupils, parents and carers should understand that reporting bullying is essential and be assured that the school will support them fully whenever bullying is reported. It is the responsibility of all members of the school community to implement the Anti-Bullying Policy.

2.0 Aims

- 2.0.1 To build an anti-bullying ethos in the school
- 2.0.2 To ensure all staff, pupils, parents and carers have a clear understanding of what bullying behaviour is
- 2.0.3 To ensure all governors and staff know and understand the school policies on bullying and follow them when bullying is suspected or reported
- 2.0.4 To ensure that all pupils, parents and carers know the school policies on bullying and feel confident to activate the anti-bullying systems
- 2.0.5 To challenge attitudes about bullying behaviour
- 2.0.6 To increase understanding for pupils who are bullied

2.1 *Our pupils state that*

- 2.1.1 We will treat others as we would like to be treated and this will be our Golden Rule
- 2.1.2 We will respect everyone in our school; nobody is to be left out or be left alone
- 2.1.3 We will never retaliate; we will tell someone we trust and we will support each other

3.0 Definition of Bullying

- 3.0.1 Bullying is deliberately hurtful behaviour that may be repeated over a period of time, although it can sometimes be a ‘one-off’ incident. It can take the form of name-calling, violence, threatened violence, isolation, ridicule, intimidation or other action such as spreading unpleasant stories about someone. Cyber bullying

is a particular form of bullying and describes the misuse of ICT in sending, for example, offensive text messages or e-mails or sending degrading images by phone or the internet (*see Anti-Cyber Bullying Policy*). Bullying can take place between pupils, between pupils and staff, between staff and can involve both individuals and groups; bullying can be 'face to face', indirect or using a range of cyber bullying methods, as stated above. It can happen in isolation or quite often in the presence of others. The school works hard to ensure that all pupils know the difference between bullying and simply 'falling out' or arguing.

3.1 *An on-going experience of Bullying may sometimes be indicated by one or more of the following:*

3.1.1 Physical signs - bruises, scratches, cuts, damaged clothes

3.1.2 Health concerns - loss of appetite, stomach aches, headaches

3.1.3 Emotional difficulties - unwillingness to go to school, withdrawn or secretive behaviour, unhappiness, unusual show of temper, refusal to speak about problems, high levels of anxiety

3.1.4 Changes in routine - asking to be taken to school, taking longer to get home, asking for more money, using different routes to school, lost or missing belongings

3.1.5 Academic difficulties - concentration difficulties, damage to work, missing work

4.0 Principles and Practices

4.1 *Our Pupils are entitled to*

4.1.1 Feel safe and not to be made unhappy by others

4.1.2 Not be frightened by others

4.1.3 Not be teased about their race, religion, disability, social class, sexuality or gender, personal differences, performance at school or any other matter

4.1.4 Not be made unhappy by malicious and unkind notes, letters, text messages, e-mails, phone calls or any form of gossip or slander by any other means.

4.2 *Our Pupils state that:*

4.2.1 We won't have bullies in our school

4.2.2 We are responsible for our own actions

4.2.3 We will keep our school safe

4.2.4 We are not a bullying school and bullies do not belong in our school

4.2.5 We are a good school and we want to be even better

4.2.6 We all have a right to learn here and be safe

4.2.7 We all matter and are equal in the eyes of God

4.2.8 We are a Catholic School and 'The Family of God'

"If our motto is 'Forward in Faith', then bullying must be left behind!"

5.0 Preventing Bullying

- 5.0.1 Prevention is better than cure, so at Cardinal Wiseman we will be vigilant for signs of bullying and always take reports of incidents seriously. We will use the curriculum whenever possible to reinforce the ethos of the school and help pupils to develop strategies to combat bullying-type behaviour.
- 5.0.2 Pupils are told that they must report any incidence of bullying to an adult, and that when another pupil tells them that they are being bullied or if they see bullying taking place it is their responsibility to report their knowledge to a member of staff.

5.1 *Reporting Bullying*

- 5.1.1 Pupils who are bullied or who witness bullying should feel confident enough to report it to any member of staff whom they trust enough to tell. Each incident or alleged incident of bullying occurring within the school will be taken extremely seriously and on its own merits. An investigation will follow which will require the deployment of senior pastoral staff in interviewing pupils and gathering written pupil accounts as necessary. A record will be kept of incidents in pupil files and parents will be notified of this process accordingly.

5.2 *Responding to Bullying*

- 5.2.1 When an incident of bullying is discovered, senior pastoral staff will discuss with the pupils the issues appropriate to the incident and will follow appropriate disciplinary (and further educative) procedures within school to aim to prevent a proven bully from ever repeating such behaviour. Parents will again be contacted to be informed of the outcome of these investigations.
- 5.2.2 In order to ensure effective monitoring of such occurrences and to facilitate co-ordinated action, all proven incidences of bullying will already have been reported to the Senior Assistant Head Teacher. If bullying includes racist abuse, then it will be recorded in the Racial Incident Book. The school will continue to demonstrate to the whole school community that it has absolutely no tolerance for bullying whatsoever.
- 5.2.3 If the severity of the incident is such that it can demand a less formal process of reconciliation between the pupils involved, then this will follow with the mediation of a senior member of the pastoral team. A problem-solving approach may help. The adult will remain neutral and deliberately avoid direct, closed questioning which may be interpreted as accusatory or interrogational in style. Each pupil will be given an opportunity to talk and the discussion should remain focussed on finding a solution to the problem and preventing the problem recurring.
- 5.2.4 Pupils who have been bullied will be offered appropriate support particularly through the deployment of the school's family support worker and chaplaincy

team. Pupils who have been proven to have bullied others will be offered behaviour support and may be placed on a behaviour contract.

5.3 If bullying persists, one or a combination of the following actions will be taken:

- 5.3.1 An official report will be made and filed in the pupil's personal record
- 5.3.2 Core pastoral and senior staff will be informed
- 5.3.3 Existing disciplinary sanctions will be used including extended seclusion in the Emmaus Centre and the possibility of a managed-move to another school
- 5.3.4 Parents/carers will be contacted to discuss the issues and will be given feedback on progress in dealing with the incident; additional external help may be sought from, for example, the schools' educational psychologist or behaviour support consultant
- 5.3.5 Exclusion from school

5.4 Parental/Carer Involvement

- 5.4.1 The parents of bullies and their victims will be informed of an incident and the action that has taken place and asked to support strategies proposed to address the problem.
- 5.4.2 Pupils who bully will be helped to understand the pain that this causes to others and be reminded of the possible consequences of bullying. The sanctions for repeated bullying will be clearly explained to him/her. Support will be agreed to ensure that this pupil does not repeat bullying behaviours and their behaviour may be monitored. Parents will be involved in this monitoring.
- 5.4.3 Parents are reminded regularly through letters and newsletters that their children must tell someone if they experience bullying. Keeping information from the school or from parents will never help a problem to be solved and will prolong the period of suffering for the victim of bullying.

6.0 Key Information for Pupils

6.1 If you are bullied

- 6.1.1 Remember that it is not your fault; nobody deserves to be bullied
- 6.1.2 Try to stay part of a 'friendly' group of pupils
- 6.1.3 Try to be confident even if you do not feel it and remember that to walk away is not cowardly
- 6.1.4 If you are worried or frightened, you can go to the LSC or chaplaincy office at break or lunch time, as needed
- 6.1.5 Keep a diary, recording what happens and tell a member of staff you trust

6.2 *If you experience bullying by mobile phone, text messages or e-mail*

- 6.2.1 Do not retaliate or reply
- 6.2.2 Save the evidence; do not delete anything
- 6.2.3 Make sure you tell an adult you trust
- 6.2.4 Contact your service provider or look at their web-site to see how you can report incidents
- 6.2.5 Be careful who you give your mobile phone number or e-mail address to
- 6.2.7 Make a note of exactly when a threatening message was sent

6.3 *Who you should tell*

- 6.3.1 Your Head of Year
- 6.3.2 Any member of staff you feel happy to talk to or feel you can trust
- 6.3.3 Your parent, carer or anyone at home
- 6.3.4 Your friend, if this helps
- 6.3.5 In an emergency, tell the nearest adult to you

6.4 *When to tell*

- 6.4.1 If you are afraid; report the bullying as soon as you can; otherwise, report the bullying when you are not in lessons; before school, at break or lunch times or after school; staff will make time to listen to you.

6.5 *Summary*

- 6.5.1 It does not help to keep the problem hidden; you need support and pupils who bully need help so that they can change their behaviour.
- 6.5.2 The problems are unlikely to go away if you ignore them and they may even get worse.
- 6.5.3 Take a friend with you if you are worried about telling someone; your friend may help you to do this.
- 6.5.4 Staff will listen to you in confidence as far as they can, but you must be aware that they may have to pass on certain information to get you the help you need; they will always tell you what they are going to do.

7.0 Evaluation

7.1 *Success Criteria*

- 7.1.1 This policy will be judged successful if the pupils whose needs it addresses are making sufficiently positive progress with their behaviour and attitude to learning.

7.2 *Monitoring and Review*

- 7.2.1 The Behaviour Policy is subject to staged review throughout the course of the school year. For this purpose, a Policy Review Team is established, representative of the Governing Body (Teaching and Learning and Pastoral), the Senior Leadership of the school (CS/DK), pupils, parents, staff and external agencies.

This policy has been developed in line with advice from the LA and DfE guidance contained in the document 'Don't suffer in Silence'.