



ANTI-BULLYING POLICY

This policy should be read in conjunction with:

- Admissions
- Attendance
- Behaviour Policy
- Confidentiality
- Equal Opportunities
- Aim of the school
- Child Protection and Safeguarding
- ICT Acceptable use
- Well-being (Students)
- APPENDIX 1 – Flow chart

This policy has been created through consultation with:

- Students (via school council)
- Staff (via email)
- Parents (via email)
- Governors

KEY STAFF:

Teacher with lead responsibility and Anti-bullying Champion = Kelly Greene
 Year groups = Pastoral Managers Sharon Burder, Trish Richardson and Sally Vallance
 Day to day support and monitoring = Tutors
 ELSA and Counselling = Sally Allen and Joanne Wilton
 Governor with special responsibility = Yvonne Springthorpe

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Contents

Introduction.....	3
Our Principles.....	3
What We Mean By Bullying (Definition).....	3
Rights and responsibilities	4
What We Do About Bullying and Cyber-Bullying.....	5
What parents can do.....	6
What actions we take.....	7
Conclusion.....	9
Cyber bullying.....	10
Monitoring and evaluation of this policy.....	13

Introduction

Bullying affects everyone, not just the bullies and the victims. It also affects those who watch and who can become drawn in by peer group pressure. Bullying is not a necessary part of growing up and it does not usually sort itself out. It can continue over a long period of time if nothing is done to stop it. Everyone involved in the school needs to be active, take on responsibility and work together to make our school life successful, happy and secure. This involves all staff, students, parents and governors.

Our Principles

- **We believe that everyone has the right to come to school without fear.**
- **We do not accept bullying in any form.**
- **We will respond to all bullying whether it involves students or staff whether it is by students, staff or parents.**

What We Mean By Bullying (Definition)

Bullying starts from a wish to deliberately hurt, threaten or frighten someone else.

It usually takes place on several occasions. (STOP ...Several times on purpose)

- It can be *PHYSICAL*, pushing, punching, hitting, kicking, taking belongings, deliberate damage to property.
- It can be *DIRECT VERBAL*, name-calling, teasing, taunting, threatening or nasty teasing.
- It can be indirect and psychological – spreading stories about someone, isolating/excluding the victim from group activities, being made the subject of malicious rumours, social exclusion.
- It may take the form of *CYBER-BULLYING* (see Appendix 1)

There are certain forms of bullying:

- Racial
- Religious
- Cultural
- Special Educational Needs
- Disabilities
- Appearance
- Health Conditions
- Related to home circumstances
- Sexuality

What bullying is:

R.I.P helps use to define what bullying is:

Repetition

Bullying is repetitive, especially after the bullied person has asked for it to stop; thus the bully is aware that s/he is causing the bullied person(s) physical/emotional discomfort, and furthering the power dynamic. Additionally bullying is often focused, repeatedly, on the same person, or groups of people.

Power

Bullying is done with the intent of hurting others. This can be physically or emotionally. A bully is fully aware that they are hurting their targets, and do it anyway.

Intent

In general, a bully (or group of bullies) is in a position of social, or physical, power over the person/s s/he is bullying. The misconception about bullying is that it's done only by a physically strong person/s, or a popular person.

What bullying is not:

- A one off falling out or disagreement
- A friend sometimes being unkind or arguing
- An argument or unkind comments made by another student.

Our Rights and Responsibilities

We all have rights and responsibilities.

You have a right:

- Not to be bullied.
- To live your life in peace and safety
- To get on with your work.
- To say 'no' firmly to anything you think is wrong.
- To talk with an adult or friend if someone or something is making you unhappy.

You have a duty:

- To refuse to put up with any form of bullying.
- To look for the signs that someone may be feeling upset or frightened.
- To help to stop bullying happening.
- To tell an adult if you think bullying is going on - you will be supported.
- To refuse to keep bullies' secrets - it might suggest you are supporting the bullying.
- To support other people if they are bullied.

What We Do About Bullying and Cyber-Bullying

We at Newbridge know that bullying is not widespread and we organise the school in such a way as to minimise it.

- Educate students through work in all our subjects especially in PSHE, EP, Citizenship and Assemblies
- Bullying/anti-bullying involves everyone. Preventing it and solving problems involves a true partnership between all members of the school community, including parents.
- We listen to everyone without placing blame.
- We accept that, at times, direct action may be necessary.
- We believe everyone has a personal responsibility to prevent bullying.

The work we do helps stop bullying by:

- Making sure everyone means the same when we talk about bullying
- Helping students to understand how bullying feels for the person being bullied
- Making sure that all students feel OK about telling an adult when they know that bullying is going on
- Making sure that all students know exactly what to do if they are bullied, and to feel confident that something will be done to stop it.
- Helping students to enjoy, celebrate and respect the ways we are all different, and to feel good about themselves

What you can do if you are feeling threatened is:

- Tell yourself that you do not deserve to be bullied.
- If you are different in some way, be proud of it.
- Try not to show that you are upset, even though it is sometimes difficult.
- Try to be assertive - say "NO!" loudly! Walk away confidently even if you don't feel that way inside. Practise this.
- Tell the bully to stop. Be very clear about it. Tell them you don't like it.
- Avoid the bullies.
- Keep a diary or write it down.
- Choose a different way to school.
- Stay within a group.
- Don't reply to cyber-bullies but save the evidence (emails, texts etc.).
- Fighting back often makes things worse.
- Some people find it quite easy to ignore it.
- Tell someone. You can do this at school by talking to or e- mailing your tutor, by using the on line form on the website or putting a note in the Pastoral post-box in PSHE2 door

Who can help if you are being bullied?:

- Talk to an adult you trust. We promise to listen to you in confidence and to take you seriously. We are experienced in dealing with bullies in a way which will end the bullying and will not make things worse for you.
- Talk to your parents.
- Ask your friends to help.

What you can do if bullying is going on:

- Remember, bullying hurts the victim and destroys our respect for the bully.
- Talk with an adult. You will be supported. Your tutor is probably the best person to tell.
- Talk to your parents.
- Talk to the bully.
- Be friendly to anyone who is being bullied.

- You can report it anonymously using the Pastoral Post-box.
- You can email your Tutor or Pastoral Manager.
- You can use the form on the school web site

If you feel that bullying is getting worse even though you have had help to sort things out, go back to your tutor or you could talk to another member of staff. They will talk to your tutor and Pastoral manager to understand what has happened.

**REMEMBER - YOUR SILENCE IS THE BULLY'S GREATEST WEAPON.
TO BE A BYSTANDER TO BULLYING AND DO NOTHING IS UNACCEPTABLE.**

What you can do if people think you are a bully:

Tell yourself that bullying is wrong.

- Talk to an adult at school. We will try to help.
- Talk to your parents.
- Talk to a friend.
- Make every effort to consider others' feelings as well as your own your own.

What parents can do:

- Watch for signs of distress in your children. For instance, they could be unwilling to attend school, feel unwell regularly, have missing equipment or be "losing" money.
- Discuss cyber-bullying with your child: explore the tools available together and know how to report nasty messages. Save the evidence. DO NOT REPLY, the bully is looking for a reaction.
- You can discuss legal issues relating to cyber-bullying.
- Take an active interest in your child's social life - discuss friendships, how Lunchtime is spent, and the journey to and from school.
- Inform the school immediately if you feel your child may be a victim of bullying behaviour. Your complaint will be taken seriously and a plan of campaign worked out together. Keep a record of who you told.
- Keep a written record if incidents persist. It will be painful but it will provide supportive evidence regarding *WHO, WHAT, WHERE* and *WHEN*. Keep us informed.
- Don't encourage your child to hit back. It often makes matters worse.
- Make sure your own son or daughter knows there is nothing wrong with him or her. **It is not his or her fault.**
- Know that the school welcomes and appreciates your involvement whether you suspect or know your child is being bullied or is bullying.
- Contact your child's tutor or Pastoral Manager.
- The school has materials available for you to have or borrow, such as 'Kidscape' leaflets, and give you contact numbers of helplines, etc. Call the school on (01530) 831561.

- Useful websites offering support and guidance:
 - www.newbridgesch.uk
 - www.childnet.com/parents-and-carers
 - www.anti-bullyingalliance.org.uk
 - www.cybersmile.org
 - www.childline.org.uk
 - www.bullying.co.uk
 - www.familylives.org.uk
 - www.kidscape.org.uk

- If you feel your child may be bullying please get in touch. We can help.

What We Do To Prevent Bullying.

- Reward good behaviour with:
 - Praise
 - Merits
 - Display
 - Reward points
 - Free non uniform days
 - Book of excellence
 - Reward trips

- Teach respect and courtesy, being KIND and deliver assemblies and teach students acceptable behaviour and challenge unkindness and prejudice.
- Have staff on duty before and after school, at Break and at Lunchtime.
- Provide supervised Lunchtime activities, sports and clubs, common room and a variety of places to dine, all supervised.
- Conduct regular surveys and listen to students and parents.
- Recognise achievement of all kinds including through PLTs and using Progress File
- Teach the value of difference

What We Do When Bullying Occurs:

Staff will:

- Listen to all who are involved.
- Inform the parent as sensitively as possible.
- Involve appropriate people.
 - the Form Tutor
 - the Pastoral Managers
- Provide peer support workshops/discussion groups.
- Provide safe and supervised areas.
- Provide discussion sessions and support sessions.
- Provide counselling where appropriate.
- Draw up a contract of agreed behaviour – with targets and agreed follow up.
- Make people aware of the consequences of their actions and remind them of the Code of Conduct.

- Remove privileges or place students in detention.

- Ask students to stay at school until others have gone home (perpetrators).
- Offer special interest and mentoring after school or if they want it work experience where appropriate for the person who is feeling threatened to build up self-esteem, learn strategies and enable going home a little later than others.
- Move students within a year group.
- 1:1 anti-bullying course
- Exclude students if required.

After a period of time the staff who have helped, will follow up to ensure the bullying has stopped and know if more support is requested.

Very rarely will all of these strategies be used for one particular incident, what will usually occur is a restorative approach or circle time will be the first action to repair the harm/harmed/harmer. The person affected by the bullying will be listened to with how they want to proceed being listened carefully to.

If the bullying is severe, the sanctions are likely to be more severe with police being informed if a Criminal Offence may have been committed.

Bullying Outside School Premises

Teachers have the power to discipline students for misbehaving outside the school premises 'to such an extent as is reasonable'.

Where bullying outside school is reported to school staff, it will be investigated and acted on.

Senior staff will consider if the Police or Anti-Social Behaviour Co-ordinator should be informed. The Police will always be informed if the misbehaviour could be criminal or poses a serious threat to a member of the public.

If Cyber-Bullying takes place out of school but is reported to staff at school we will support the student and parents by investigating where this is helpful to assist parents in stopping the bullying. (See page 9)

Follow Up Action

After bullying has been reported or exposed a consistent approach is led by a flow chart known by all staff.

Following the satisfactory conclusion a summary is included on the electronic record for all students' files who were involved to provide information quickly should any further incident take place.

Paperwork is filed in a special folder kept exclusively to record bullying and names are recorded. Following all incidents the Tutor and Pastoral Manager will monitor carefully and check with the victim that things have improved, offer support and provide guidance.

Usually a target will have been set and there will be recognition of this having continued to be met, usually with recognition shared with home and Reward Points.

Monitoring of bullying

Every month, a special bullying Monitoring and Evaluation Meeting takes place with the Pastoral team to monitor if there is any repeat behaviour and any patterns occurring.

If bullying does not improve after actions are taken the Assistant Headteacher will become involved.

Conclusion

Newbridge is a community and bullying undermines all the work that we do. Remember we believe that everyone has the right to come to school without fear. We do not accept bullying in any form.

CYBER BULLYING

What Is Meant By Cyber-Bullying

An intentional, aggressive act carried out by a group or an individual using Information Communication Technology (ICT), particularly mobile phones and the internet to deliberately harm someone. It may include social networking sites, mobile phones, text messages, emails, photographs and game consoles. The difference between cyber-bullying and other forms of bullying is that it can take place 24/7. Incidents can take place in the **victim's home**, a place previously regarded as safe and private.

- **Text messages bullying** involves texts that are threatening or are designed to cause harm/upset.
- **Picture/video clip bullying via mobile phone camera** is used to make the person being bullied feel threatened and embarrassed with the images usually sent to others.
- **Phone call bullying via mobile phone** uses silent or abusive messages. Sometimes the bullied person's phone is stolen and used to harass others, who then think the phone owner is responsible. As with all mobile phone bullying, the bully often disguises their number using someone else's phone to avoid being identified.
- **Email bullying**
Uses email to send bullying or threatening messages, often using a false name.
- **Chat room bullying** involves sending menacing or upsetting responses to children or young people when they are in a web-based chat room
- **Bullying through instant messaging** is internet based where children and young people are sent bullying messages as they conduct real-time conversations online.

Cyber bullying is a criminal act and the law says:

- *“It is unlawful to spread defamatory information in any media including internet sites”*
- *Section 127 of the Communications Act 2003 makes it an offence to send, by public means of public electronic communications network, a message or other matter that is grossly offensive or one of indecent, obscene or menacing character.*
- *The Protection from Harassment Act 1997 makes it an offence to knowingly pursue any course of conduct amounting to harassment.*

Further information is available on the school website, www.newbridgesch.uk.

Policy

Newbridge High School educates its students both in the proper use of a variety of forms of ICT and about the serious consequences of cyber-bullying and will, through PSHE sessions, ICT lessons and assemblies, continue to inform and educate its students in these fast changing areas.

Newbridge reserves the right to take action against those who take part in cyber-bullying.

- All bullying is damaging but cyber-bullying and harassment can be invasive of privacy at all times. These acts may also be criminal acts.
- Newbridge supports victims and, when necessary, will work with the Police to detect those involved in criminal acts.
- Newbridge will use, as appropriate, the full range of sanctions to correct, punish or remove students who bully fellow students or harass staff in this way, both in and out of school.
- All members of the School community are aware they have a duty to bring to the attention of the Head any example of cyber-bullying or harassment that they know about or suspect. Staff receive regular training as part of Safeguarding Training.

Guidance for Students

If you believe you or someone else is the victim of cyber-bullying, you must speak to an adult as soon as possible. This person could be a parent/carer, your tutor, your pastoral manager or the Head Teacher.

- Do not answer abusive messages but log out and report them
- Do not delete anything until it has been shown to your parents/carer or Pastoral Manager (even if it is upsetting, the material is important evidence which may need to be used later as proof of cyber-bullying)
- Do not give out personal IT details
- Never reply to abusive e-mails
- Never reply to someone you do not know

Text/Video Messaging:

- You can turn off incoming messages for a couple of days.
- If bullying persists tell your parents / your tutor or your Pastoral Manager
- Do not reply to abusive or worrying text or video messages

Email:

- Never reply to unpleasant or unwanted emails.
- Don't accept emails or open files from people you do not know.

Internet:

- If the bullying is on the school system, tell a teacher or parent, just as you would if the bullying was face-to-face

Chat Room & Instant Messaging:

- Never give out your name, address, phone number or any personal information online.
- Do not give out photos of yourself.
- Remember it might not just be people your own age in a chat room.
- Tell your parents or carers if you feel uncomfortable or worried about anything that happens in a chat room.
- Think carefully about what you write.
- Never add a “friend” unless you know them personally

Guidance for Parents (See “Staying safe on line” on the school web site)

It is vital that parents and the school work together to ensure that all students are aware of the serious consequences of getting involved in anything that might be seen to be cyber-bullying. Newbridge informs parents of the cyber-bullying policy and the procedures in place to deal with cyber-bullying.

- Make sure your child understands how to use technology safely and knows about the risks and consequences of misuse
- Ensure your child is aware what to do if they or someone they know are being cyber bullied (this links to work that is done within the school regarding awareness)
- Parents can help by making sure their child understands the school’s policy and, how seriously the school takes incidents of cyber-bullying
- Parents should explain to their son / daughter the legal issues surrounding cyber bullying

Useful websites for information:

- www.cybersmile.org/advice-help/category/cyberbullying-and-the-law
- www.thinkuknow.co.uk
- <http://ceop.police.uk>
- If parents believe their child is the victim of cyber-bullying, they should ensure the material is saved in some form
- Parents should contact CEOP or Police if appropriate.
- If the incident is perpetrated outside the school but its affects spill over into the school environment the school will respond.

CEOP = *Child Exploitation and Online Protection* (<http://ceop.police.uk>)

ICT Acceptable use policy

This is published in “New to Newbridge” which is on the school website, is displayed prominently in the various PC Suites around the school site and is explained and discussed with students in ICT lessons.

Prevention

- 1. Respect other people—online and off. Do not spread rumours about people or share their secrets, including phone numbers and passwords.**

2. If someone insults you online or by phone, stay calm and ignore them, but tell someone you trust (parents / tutor / pastoral manager)

3. 'Treat others as you would want to be treated' Think how you would feel if you were bullied. You are responsible for your own behaviour. Make sure you don't distress other people or cause them to be bullied by someone else.

Next Steps: Once you have reported the bullying incident in school:

- A member of staff will talk to you as soon as possible and will take your statement.
- The incident will be logged and your Pastoral Manager, if they are not already dealing with the incident will be informed.
- An investigation will take place. This will usually take the form of your Pastoral Manager talking separately to the bully/bullies and to any witnesses.
- Action will be taken. If appropriate, you and the bully may meet with your Pastoral Manager to discuss what has happened and to agree a way forward.
- Some incidents may warrant intervention of the Police.

RESPECT AND COURTESY ALWAYS

Useful websites for information:

- www.childnet.com/parents-and-carers
- www.childline.org.uk
- www.anti-bullyingalliance.org.uk
- www.antibullying.net
- www.bullying.co.uk
- www.cybersmile.org
- www.thinkuknow.co.uk
- www.digizen.org
- www.kidscape.org.uk
- <http://ceop.police.uk>
- EACH – Educational Action Challenging Homophobia – www.each.education

Monitoring and Evaluation of this policy:

The Curriculum is reviewed every term as part of the HCC/PSHE SEF procedures:

Taught through assemblies, Health Education, Citizenship, Careers and Tutor time students are taught about Respect and Courtesy, relationships and anti-bullying. A special week in November links to anti-bullying week with lessons that build. An annual survey asks for feedback.

This policy will be revised when improvements to practice have been made or advised.

It will be fully reviewed when legislation changes and on the school's review cycle for this type of policy every two years.

Every year the policy is put onto the agenda of a school council meeting, "Is this policy effective?"