

ANTI-BULLYING POLICY

STAFF RESPONSIBLE: **DEPUTY HEAD (PUPIL WELLBEING)**
 HEADS OF YEARS 7 – 13
 HEAD OF KS 2 WITH PASTORAL RESPONSIBILITY, JUNIOR SCHOOL
 HEAD OF FOUNDATION STAGE

The Governors and Staff believe that all pupils at Northwood College are entitled to receive their education free from humiliation, intimidation, oppression and abuse. It is the responsibility of all adults in the school to ensure that this takes place. The policy has been written with reference to DCSF Safe to Learn: Embedding Anti-Bullying Work in Schools which takes over from “Don’t Suffer in Silence”. The prevention of bullying is built into PSHE teaching at all levels and every year Northwood College takes part in National Anti-Bullying Week activities, including assemblies. Bullying behaviour includes racist, sexual /sexist and homophobic behaviour, as well as the targeting of a pupil with a disability.

Aims and Objectives

- To promote mutual understanding and respect.
- To make zero tolerance of bullying behaviour the reality at Northwood College.
- To foster caring and supportive relationships in the community of Northwood College.
- To recognise that unchallenged bullying can cause serious psychological damage and even suicide. (Although bullying is not a specific criminal offence, there are criminal laws which apply to harassment and threatening behaviour.)

Definition of bullying

Bullying involves some form of hurtful abuse of power; for example

- Name calling.
- Directing offensive gestures at others.
- Deliberately ignoring and excluding others.
- Pressurising others to behave in a particular way.
- Damaging, stealing or extorting possessions.
- Physical assault.
- Cyberbullying (through social websites, mobile phones, text messages, photographs and email).

Anti-Bullying Education

The Deputy Head (Pupil Welfare) is responsible for the Pastoral Care of all girls and for the implementation of this policy. She works with other colleagues to address anti-bullying in the following areas:

- a) Heads of Year and Form Tutors deliver anti-bullying education through the PSHE programmes. Topics such as relationships, friendships, resisting peer pressure, self-esteem and assertiveness are covered.

- b) Within lessons, subject staff will cover specific content and thus reinforce the Anti-Bullying policy of Northwood College.

English	- literature studied which covers bullying and conflict.
Drama	- conflict explored through role play.
Religious Studies	- debate on personal and moral issues, including bullying.
PE	- team and group interactions.
Assemblies	- annual participation in Anti-Bullying Week, House and Form assemblies reinforce respect and tolerance.
School Council	- all girls are invited to raise issues of concern.
The extra-curricular programme	- fosters an understanding between different girls in a variety of year groups.

- c) Fully trained peer mentors and buddies in Years 5 - 13 are available to support and advise.
- d) Staff training which enables staff to reduce the risk of bullying at times and in places where it is most likely.

Monitoring and Evaluation

The Deputy Head (Pupil Welfare) monitors the policy through close liaison in weekly meetings with Heads of Year. In such meetings, strategies for the handling of individual cases are devised and the content of the PSHE programmes discussed. After any bullying incidents the procedures are reviewed and may be amended. There is also full discussion with School Council where areas of concern may be identified. The Anti-Bullying policy is reviewed annually.

Procedures for Dealing with Bullying

- 1) Separate the pupils before interviews begin and speak first to the victim, or the pupil who has reported the problem.
- 2) Record the pupil's account offering immediate support. Make clear that they should not retaliate.
- 3) Interview any other named pupils separately. Encourage her/them to see the other person's point of view. Interview any witnesses in order to establish an accurate account of events. Use the Incident Report Sheets attached to this policy.

- 4) Inform the Head of Year and Deputy Head.
- 5) Sanctions for bullying will remain at the discretion of the Deputy Head and the Head. The primary need is to prevent further bullying as well as send clear signals to the school community that bullying will never be tolerated. All factors will be considered, including the nature of the incident and any previous involvement in unkind behaviour. Sanctions up to and including exclusion may be necessary in cases of severe and persistent bullying, but there may be occasions when counselling the bully is more appropriate. Whatever action is taken will be in line with the Behaviour Policy of Northwood College.
- 6) Inform parents of the victim and the bully of the incident and of the punishment.
- 7) It is essential that both the victim and the perpetrator are interviewed later to see if the issue has been resolved. If the problem is continuing, begin the procedure again.
- 8) Complete all paperwork relevant to the Anti-Bullying policy.
- 9) **Advice for pupils**
 - Talk to an adult you can trust.
 - If you are too frightened to talk to an adult, ask a friend to go with you.
 - Write down what has happened.
 - Always do something. To do nothing encourages bullies.
 - Do not retaliate.
 - In the case of cyberbullying, follow the guidance on page 4.

10) **Advice for teachers**

In accordance with the Behaviour Policy of Northwood College, staff should observe an atmosphere of mutual respect in their daily contact with pupils. Staff must, however, be aware of behaviour which causes distress to others, not only in lessons, but in the informal contacts around Northwood College.

Staff should look out for early signs of distress in pupils -

- deterioration in work
- reduced attendance
- spurious illness
- isolation
- the desire to stay with adults
- becoming shy or nervous
- lack of concentration

Such behaviour may be symptomatic of other problems, but might also be early signs of bullying. Report concerns to tutor, Head of Year or Deputy Head.

11) **Advice to parents**

If a parent thinks their child is being bullied he/she should contact the school immediately. They should contact the tutor or Head of Year initially. Parents should also encourage their child to talk to an adult they trust about what has happened to them.

Cyberbullying

When a pupil reports an incident of cyberbullying the following procedure should be followed:

Supporting the pupil being bullied

- Give reassurance that the pupil has done the right thing by telling someone and inform parents.
- **Advise on next steps:**
 - Tell the pupil not to retaliate or return the message.
 - Ask the pupil to think about the information they have in the public domain.
 - Help the pupil to keep relevant evidence for any investigation (e.g. by not deleting messages they have received, and by taking screen capture shots and noting web addresses of online cyberbullying instances).
 - Check the pupil understands simple ways to prevent it from happening again, e.g. by changing contact details, blocking contacts or leaving a chatroom.
- **Take action to contain the incident when content has been circulated.**
 - If you know who is responsible, ask them to remove the content.
 - Contact the host (e.g. the social networking site) to make a report to get the content taken down.
 - Use disciplinary powers to confiscate phones that are being used to cyberbully. Ask the pupil to tell you to whom they have sent messages.
 - In cases of illegal content or serious harassment, contact the police.

Advice to parents

The filters and security systems on the school network block access to social networking sites. "Securus" detects any use of foul or abusive language being used on the network. It is therefore likely that any cyberbullying will take place outside the school environment. Please, at all times, be aware of what your child is doing on the computer.

Any cyberbullying which takes place out of school hours remains the responsibility of the parent, although the school will always be happy to advise on possible courses of action.

The policy applies also to children in the EYFS.

**ANTI BULLYING POLICY
INCIDENT REPORT SHEET**

Name(s) of alleged perpetrator(s): Form:

Name(s) of alleged victim(s): Form:

Incident Reported By:

Date of Incident: Day: Month: Year:

Details of Incident:

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Action Taken:

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Signature of Member of Staff: Date:

Follow-Up Action Taken:

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Victim Informed of Action Taken: Yes / No ?

Signature of Member of Staff: Date:

Distribution

Senior School: Copy to be sent to the Deputy Head

Junior School: Copy to be sent to the Head of Junior School

**ANTI BULLYING POLICY
INTERVIEW REPORT**

Name: Form:

Subject:

Signature of Member of Staff: Date:

Distribution

Senior School: Copy to be sent to the Deputy Head

Junior School: Copy to be sent to the Head of Junior School