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Draft Kepier Anti-Bullying Policy

2015-2016

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- Ratified by:
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Rationale

Kepier endeavours to provide a happy, caring and safe environment for all who learn and work here. All children and adults are expected to follow our code of respect and treat each other with courtesy and consideration. All members of our school community should be able to work and learn without the fear of threatening behaviour by others. We want all adults and learners in our school community to support one another in promoting positive behaviour. At Kepier we actively listen to all allegations of bullying and take the relevant action.

What do we mean by bullying?

Bullying is a deliberate act of harassment done with the intention of hurting another person and results in pain and distress. Bullying is always damaging to those involved, the victim, the bully and any witnesses. The act is done to give a feeling of power, status or other gratification to the bully. Bullying can take a number of forms:

Verbal
Non-Verbal
Physical
Indirect (spreading rumours)
Cyberbullying.

The bullying behaviour often targets the following groups;

Religion
Race
Sex (whether implied acts or bigotry)
Sexual orientation
SEND

Signs that a child could be the victim of bullying

- Cuts, bruises, damage to property or clothing which cannot be adequately explained.
- Clothing or possessions lost repeatedly.
- Child requests extra money or suddenly starts to steal.
- Change in regular patterns such as time leaving for school or arriving home.
- Reluctance or refusal to attend school.
- Change in mood, child becomes withdrawn, moody or aggressive or suffers sleep/appetite problems.

School Curriculum

The nature of bullying and how to deal with bullying is taught throughout years 7-11 in PSHCE, which provides preventative strategies for learners in vulnerable groups. Assembly takes place during Anti- Bullying week in November and coaches are required to make it high

profile and engage learners in discussion about bullying issues. e-safety is taught through the ICT and PSHCE curriculum and in assemblies. Coaches emphasise the need to have an anti-bullying culture in school and the importance of dealing with bullying incidents.



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Anti-Bullying Stage System

If a learner has bullying behaviour, the Year Manager will start the Anti-bullying stage system. This system is designed to support the learner demonstrating the bullying behaviour. Bullying will not be tolerated. The system has 4 stages, each one building in severity on the previous.

Stage 1 – Learner / parental interview with Year Manager.

- Adult mediation used to support the learner and to reinforce the message that their behaviour is a breach of the school rules and is unacceptable.
- Parent and learner provided with an anti-bullying leaflet.

Stage 2 – Learner / parental interview with Senior Pastoral Leader.

- Reassurance given by the learner that the bullying will stop.
- Tailored support strategies provided for the learner. Strategies may take the form of:
 - Daily report.
 - Counselling / instruction in alternative ways if behaving.
 - Community involvement in school.
 - Removal of privileges / activities.
 - Detentions.
 - Exclusion from peers (behaviour room).
 - Adult mediation between the wrongdoer and the victim (provided this is safe for the victim).
 - Refer to Counsellor (Sue Dodds). The victim will have a personalised programme according to need and the perpetrator will work in group sessions (up to 3)

Stage 3 – ASL (Inclusion) with SPL.

- Immediate action to stop bullying guaranteed by learner and parent.
- Fixed term exclusions may be used.

Stage 4 – Principal Panel.

- Referral to external counselling service
- Behaviour Intervention Team involvement
- Fixed term or permanent exclusions used.

Kepier is using school systems to record bullying issues and actions taken. This supports learners who are particularly vulnerable so that they can be offered specific help.

Records of racist incidents are maintained by the Inclusion administration officer.

Recording Incidents

Coaches are often the first point of contact with learners and they will record any incidents of bullying on the system and share this with the Year Manager.



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Bullying incidents and actions taken are also recorded by Year Managers on a secure area of the internal school system. In the learners file the types and details of their bullying actions are recorded using these codes:

- B1: Verbal
- B2: Non-Verbal
- B3: Physical
- B4: Indirect
- B5: Religion
- B6: Race
- B7: Sex
- B8: Sexual orientation
- B9: SEND
- B10: Cyberbullying.

Victims of bullying are also recorded and monitored using the codes below:

- V1: Verbal
- V2: Non-Verbal
- V3: Physical
- V4: Indirect
- V5: Religion
- V6: Race
- V7: Sex
- V8: Sexual orientation
- V9: SEND
- V10: Cyberbullying.

Support for the victim of bullying

The monitoring of learners who are victims of bullying enables Year Managers to offer a proactive, sympathetic and supportive response to learners who are the victims of bullying. The exact nature of the response will be determined by the particular learner's individual needs and may include:

- Immediate action to stop the incident and secure the learner's safety.
- Positive reinforcing that reporting the incident was the correct thing to do.
- Reassurance that the victim is not responsible for the behaviour of the bully.
- Strategies to prevent further incidents.
- Sympathy and empathy
- Guidance given by Year Manager / Coach
- Extra supervision / monitoring
- Creation of a support group
- Adult mediation between wrongdoer and the victim (provided this does not increase the victim's vulnerability).
- Peer mentoring
- Informing / involving parents
- Arrangements to review progress
- The use of 'safe' places at break and lunchtimes.
- Counselling (Sue Dodds, in school councillor).

Appendix 1.

ADVICE FOR LEARNERS (This information is also in learners' planners and in classrooms)

In Kepier we believe that:

- Bullying is cruelty to other people and is wrong.
- Everyone has the right to feel safe, secure and happy.
- Bullying stops us learning.
- Every adult, student and parent is responsible for preventing bullying.

If you are being bullied, you should:

- Tell someone straight away (an adult if possible).

If you know someone who is being bullied you should:

- Tell an adult straight away. Your coach, year manager or senior year manager would be best if you are not sure who to tell.

When adults in the school find out about the bullying, an adult will:

- Interview the learner being bullied.
- Listen to their account of the bullying.
- Record the incident.

Following the interview, the adult, in negotiation with the learner will:

- Interview the bully.
- Decide on the course of action.
- Inform the relevant school staff.
- Inform parents where necessary.
- Monitor the problem.
- Apply the Anti-Bullying Stage System

If the bullying does not stop, adults in the school will:

- Work through the Anti-Bullying Stage System

REMEMBER:

You must **talk and tell**. Telling really hurts the bullies. We must all help to deal with bullying. We do not tolerate bullying at Kepier.

You can talk to any adult in the school.



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Appendix 2

ADVICE FOR PARENTS

- Be aware of the signs which indicate that that a child could be the victim of bullying
- Listen to your child, take their concerns seriously and encourage them to talk openly about the problem.
- Contact your school, discuss the problem and work with the school to solve the problem
- Keep in regular contact with the school.
- In some cases the school may need to involve the police.

COMPLAINTS PROCEDURE: Please see school website and contact the clerk to the governing body

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Appendix 3

ADDITIONAL INFORMATION FOR STAFF

Advice for staff - Dealing with the bullied

It is the responsibility of all the staff at Kepier to respond in an appropriate manner if a child discloses that they are a victim of bullying.

It is important in the first instance to believe the recipient's perception of what happened and to assure them that they have acted correctly in coming to you. Do not say you can't deal with it and pass it on to someone else. We are all empowered to deal with bullying.

If necessary seek support from another member of staff but do not walk away. If you are too busy at that time give the child another time and a place to come and talk to you. It is important for learners to realise that we are all concerned about bullying and we will all do something about it.

Do the following:

- Actively listen to the child. Stop what you are doing, look at them, respond to them.
- Ask them to tell you what happened by asking neutral questions such as:
 - Tell me what happened?
 - Who was involved?
 - When and where did this happen?
 - What did you say or do at the time?
 - How often has this happened?
 - Was there anyone else there?
 - Have you told anyone else?
- Do not make the child feel that the complaint is trivial or time wasting. Do not make them feel guilty about being bullied or about telling.
- Always agree to meet them again to discuss what you have done.
- Seek advice and support if you need it.
- As an emergency response, but not as a solution, offer the child a 'safe' place with you during break/lunchtime, until you are able to make them feel empowered or assertive enough to deal with the bully.
- Care must be taken to protect and support the bullied child but not to make it appear as if the child is receiving 'special treatment'. This can cause further resentment amongst other learners.
- Inform the Coach/Year Manager about the bullying.
- If you think Child Protection issues are involved speak to the Year Manager or to the designated safeguarding lead or their nominated deputy.

Everyone in school is responsible for offering and giving support to victims of bullying.



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