

RESPECTING OTHERS
ANTI-BULLYING POLICY
YSGOL Y CREUDDYN



RESPECTING OTHERS

ANTI-BULLYING POLICY

YSGOL Y CREUDDYN

1. Introduction

In January 2003, the Welsh Assembly Government published the consultative document 'Respecting Others', to offer guidance to deal with the problem of bullying in Welsh schools. The Anti-Bullying Policy is based on the Welsh Assembly Government's 'Respecting Others: Anti-bullying Guidelines, 2003' and the Conwy County Council Respecting Others Policy.

Consultation

This revised Anti-bullying Policy builds on the foundation of the previous policy. To produce an effective policy that meets the needs of the whole school we consulted with the following groups:

- Pupils
- All school staff
- LEA guidelines – Conwy County Council's Respecting Others Policy
- External agencies e.g. the Young People's Health Advisor, Police Liaison Officer, Viva
- Governors
- Parents

We also sought additional opinions and information from the following sources before developing the revised policy:

- The results of the pupil survey carried out to define the levels of bullying within the school
- Consultation with School Council pupils (2010-2011).

The survey and the viewpoints expressed in the above meetings influenced the policy.

A copy of the policy is available on request, from the office of Mrs Ann Davies.

Rationale

The policy outlines the way we operate at Ysgol y Creuddyn.

Everyone at Ysgol y Creuddyn has a right to feel comfortable, secure and happy; this is the only way that all members of the school can achieve their full potential. Bullying of any kind prevents the implementation of equal opportunities. Everyone has a responsibility to prevent bullying; this policy includes guidelines to implement this ethos.

If any bullying occurs, the pupils being targeted must feel confident that the school can effectively deal with the problem. Our aim is to challenge any kind of bullying, to sympathise with any pupil/individual who has been bullied and help to develop an anti-bullying ethos within the school.

Principles

- Children have an unconditional right to be educated in a safe and secure environment and to be protected from others who may wish them harm, belittle them or abuse them.
- There is **no justification** for cruel behaviour, and no form of bullying should be tolerated. Discrimination based on race, religion, gender, sexual orientation and ability is totally rejected as a reason/excuse for bullying. Cruel behaviour is a problem for the bully and the victim. Incidents of bullying should be dealt with in a positive and constructive manner that will offer positive and developmental opportunities for both the bully and the victim.
- The effective management of bullying is a shared responsibility, and strategies should include a commitment from school staff, parents/carers and professionals who deal with targeted children, or children who behave in a cruel manner.
- Information relating to the school's bullying policy and procedures should be easily accessible and in a format that's understandable for children and their parents/carers.

2. Defining bullying – What is ‘bullying’?

Bullying is behaviour that torments over a period of time, it can be recurring or a one-off, but to such a degree that the victim cannot defend himself/herself. As a school, we endeavour to ensure that all the pupils know the difference between bullying and a “dispute”.

Cruel behaviour can be direct or indirect:

- **Direct bullying** – includes physical force and threats, verbal attacks and challenges, damage to property, demands, sexual interest or inappropriate touching*.
- **Indirect bullying** – includes ignoring and refusing to be friends, terminating friendships, exclusion, malicious rumours, cruel or abusive graffiti and using electronic technology to harass.

Ysgol y Creuddyn takes any kind of bullying seriously and is ready to take action in cases relating to racism**, gender, disability, educational ability, sexual orientation, health or harassment through electronic methods. In cases such as these we will discuss with the bully (and the parents, if appropriate) to deal with the matter.

* Make sure that you record any incidents of sexual harassment and cruelty in line with the Child Protection Programme and Procedures, where necessary.

** Cases of bullying that have a racial element or incitement are record in line with the requirements of the 'Dealing with Racist Incidents' Guidelines and Procedures.

3. The welfare and behaviour of our pupils outside of school

This policy is for examples of bullying on School premises only.

The School does not have a legal responsibility for bullying which happens in other places.

However, we as a School have a continual interest in our pupils' wellbeing and behaviour and we will give due consideration to any information we receive about bullying outside school premises and take it as part of our duty to look after our pupils' welfare.

- If we understand that a pupil is responsible for bullying other children outside of school premises we will notify the parents/ guardians of the bully.
- If we understand that a pupil is being bullied outside School premises we will be prepared to offer help and support and advice on how to avoid similar situations. Parents/ guardians of the individual being targeted will be notified.
- If we hear concerns about bullying outside the School premises we will advise parents / guardians to contact the local police to ask for help and guidance to deal with the situation.
- Discussions will be held with the bus companies if there are concerns involving School transport and they will be asked for their help in solving the problem.
- If we receive information that a child is being bullied by a sibling outside of school, first of all we will speak to the parents/carers. If there is still cause for concern we will follow the Conwy Authority Child Protection Programme and the current All-Wales Child Protection Procedures.
- If our pupils are being bullied by children from another school, we will contact the Head of the school in question and invite him/her to deal with the matter.

4. Objectives of the policy

- Fulfil the school's statutory responsibilities of respecting the pupils' rights and safeguarding and promoting their general welfare.
- Promote a school ethos in which each child feels safe and is able to achieve their full potential, and that attending Ysgol y Creuddyn is a positive experience.
- Make it perfectly clear that any type of bullying is unacceptable at the school.
- Encourage the pupils to report bullying incidents.
- Deal with cases of bullying effectively. Explain that the school has a responsibility to respond to cases of bullying, and emphasize the school's attitude to bullying to all school staff, pupils and parents/carers.
- Face the problem of bullying and manage it by implementing the whole-school policy and procedures.
- Support and protect victims of bullying and ensure that we listen to them.

- Assist and support the bully so that he/she changes his/her attitude, as well as his/her behaviour and understands why he/she must change.
- Assure parents and carers that the school takes the welfare of their children seriously.

5. Aims of the policy

Ysgol y Creuddyn will strive to meet the aim of this policy by achieving the following aims:

- Develop and implement an anti-bullying policy based on a consistent school approach.
- Ensure that all parents and pupils have received the school's 'Respecting Others – Anti-bullying Policy' and have had an opportunity to react to the policy.
- Ensure that pupils, parents/carers are aware of the appropriate steps to take in dealing with a case of bullying.
- Ensure that every member of staff treat cases of bullying effectively and immediately, by referring the case to the Head of Year or the SLT link member for that year.
- Raise awareness amongst staff, parents/carers and pupils of bullying and the school's attitude towards it, and create an environment where the fact that bullying is inappropriate and unacceptable is appreciated.
- To be proactive in the prevention of bullying.
- Show the bully that his/her behaviour is unacceptable and assure the victim that action will be taken to ensure his/her safety.
- Discuss their problematic behaviour with the bully in a fair, firm and friendly way. Provide them with support to enable them to change their behaviour.
- From September 2011, we as a school will outline this policy in home/school agreements and on the school website.
- Ensure that copies of this policy are available in the Business Managers' Office (Mrs Ann Davies).
- Support the key role that class tutors/subject teachers have in recognising and preventing cases of bullying.
- Accurately record all cases of bullying, and monitor the effectiveness of anti-bullying strategies.

6. Code of Conduct for staff and pupils

a) The role of staff

Every adult at the school, to all intents and purposes, is an example to the pupils. The way in which we behave towards each other and towards the pupils is important when creating a positive example. Members of staff should ensure that they:

- Show respect towards every pupil and all colleagues
- Judge the behaviour, rather than the pupil
- Avoid favouritism
- Implement the school's behaviour policy fairly and consistently
- Avoid labelling
- Have high expectations of the pupils
- Make a special effort to develop the habit of praising their pupils.

b) The role of pupils

Young people have a responsibility to show a good example to their peers. The pupils should ensure that they:

- Show respect towards their fellow pupils and adults who work at the school
- Support and be sensitive towards others, especially when they may be feeling weak
- Support the school's Respecting Others – Anti-bullying Policy in an active way
- Be responsible for their own behaviour.

7. Whole-school steps to prevent bullying

All staff members who are involved in the educating and supervision of children will be aware of the different elements of bullying, and the need to implement the school policy consistently when witnessing bullying or when cases are recorded. Staff members are expected to reinforce the message that bullying is totally unacceptable, and that strong action will be taken to prevent and control bullying.

The issue of bullying will be raised with the pupils on many different levels, including:

A whole school level – in the school handbook, on the school website, in home/school diaries, and in morning assemblies where there will be an opportunity to discuss the school's anti-bullying policy with the children.

Class level – during lessons, tutorial, cross-curricular work and pastoral lessons (PSE and progress lessons).

On an individual level – children who are considered to be at risk of being bullied (or have already been bullied) are offered additional support and guidance.

Children who have bullied other children are given special support and advice, they are provided with strategies that will enable them to eradicate their unacceptable behaviour, and to stop them from misbehaving in the future.

a) The role of the pupils

Pupils are encouraged to report incidents of bullying that they have suffered themselves, or they have witnessed to staff. They can leave a note in the bullying boxes that are located around the school. In these circumstances the Heads of Year, Bullying Coordinator and staff will respond positively, and will give careful consideration to any concerns and will thoroughly investigate the incident.

Parents/carers

b) The role of parents

Parents/carers who believe that their children are being bullied should inform the school as soon as possible, and should be prepared to work with the school to ensure the safety of their children in the future. Any concerns are taken seriously and are thoroughly investigated.

In the same way, if parents/carers are worried about the behaviour of their child they are also encouraged to report their concern to the school, so that we can try to solve any problem and develop a plan to prevent further incidents and help the child/children to change their behaviour.

Ysgol y Creuddyn is committed to working in partnership with parents/carers and believes that the best results can be achieved when professionals and parents work together to tackle bullying.

As a school, we realise the important influence that parents/carers have on their children, and our hope is that school/home agreements can be used to ensure parental assistance if their child/children are part of any bullying – either as the victim or the bully.

If a child is part of a serious incident, or if the school has evidence that a child is a regular participant in less serious incidents (either as the victim or the accused), the school will inform the parents/carers and will invite them to participate in strategies to deal with the problem and to prevent similar incidents from happening again. School staff members are responsible for dealing with individual, less serious incidents, and will contact parents/carers. If parents/carers are unhappy with the way the school has investigated an alleged case of bullying, they have a right to complain to the Head in the first instance. If they then believe that the issue remains unresolved they have the right to inform the Governing Body through the Chairman, who will decide if an investigation, should be conducted. The parents/carers will be given a report directly.

c) The role of staff

Ysgol y Creuddyn has identified specific times and places where children are most likely to be bullied – at lunchtime, break time, and at the beginning and end of the school day. We have arrangements in place to ensure that sufficient supervision is provided during these times to reduce the risk of bullying e.g. staff duty teams and Years 12 and 13 pupils on duty.

All of these preventative strategies will be implemented within the school ethos which is based on equality, fairness and respecting others and will acknowledge the importance and value of difference between individuals. To help the children to learn and develop the ability to respond appropriately to others, each member of staff will treat their colleagues, the children and parents in a polite and respectable manner and will strive to set an example for everyone around them.

8. Procedures to follow

a) Implementation

Ysgol y Creuddyn is committed to creating an anti-bullying environment and to ensuring that this policy is implemented conscientiously and firmly. All members of staff who are responsible for educating and supervising pupils are responsible for dealing with incidents which come within the school's definition of bullying, and that all children who are targeted receive the necessary assistance, and that all incidents are immediately reported to the Head of Year, Assistant Heads or Deputy Head, depending on how serious the case in question is. The bully will be informed that his/her behaviour is totally unacceptable and the incident will be officially recorded.

(See Section 10 – Dealing with Bullying in Schools)

All pupils should know that the staff want to know about any suspicious incident or concerns, and that staff will take immediate action if they hear about any bullying.

b) Managing incidents

The following action will be taken:

- We will speak to the individuals who are connected with the bullying incident
- The parents/carers of the victim and the alleged bully will be contacted
- **Serious incidents** will be referred to the Deputy Head (AE), Assistant Head (AR) and the Care and Welfare Coordinator (MJ)
- The parents/carers of the pupils involved will be invited to come into the school to discuss the incident
- The Head will be informed immediately
- Swift and appropriate action will be taken
- We will refer to Conwy LEA's 'Respecting Each Other- Anti-bullying Flowchart and Section 10 Recording/Monitoring Bullying Incidents.

c) Support for the victim of bullying

When we receive direct or indirect information that a child could be a victim of bullying, we will investigate at once. The school will offer sympathetic assistance and support to the children targeted by the bully. The nature of the response will depend on the individual's special requirements, and may include:

- Immediate action to stop the incident and protect the individual
- Positive reassurance that reporting the incident was the right thing to do
- Reassure the victim that he/she was not responsible for the behaviour of the bully
- Strategies to prevent further incidents
- Sympathy and empathy
- Advice
- Friendly comfort
- Training in assertiveness/developing self-respect
- Additional supervision/monitoring
- Creating a support group (MW)
- Reconciliation/peer mentoring
- Inform/include the parents/carers
- An adult acting as a mediator between the bully and the victim (ensuring that the danger to the individual being targeted does not increase)
- Arrange to review the progress made.

d) Support for the bully

Ysgol y Creuddyn takes a very serious attitude towards bullying and uses supportive and pragmatic methods, and tries to solve problems in a way which will enable bullies to change their behaviour. We believe that using sanctions within the school are useful to promote change and to show bullies that their behaviour is unacceptable.

Ysgol y Creuddyn will respond to cases of bullying in a proportional way – the more serious the incident and the concern, the more serious the response will be. If sanctions need to be imposed it will be done consistently and fairly. The following options will be considered:

- Immediate action to prevent bullying
- Make the bully realise that his/her behaviour is breaking the rules of the school's discipline policy and the behaviour management programme, and that it is totally unacceptable
- The loss of any lunchtime/break time freedom
- Punishment period
- Report by the Head/Head of Year/ Class Tutor
- Exclusion from the class/group
- Ban from participating in extra-curricular activities (unless it's an essential part of the curriculum work)
- Inform the parents/carers
- Advice/instruction to adopt alternative ways of behaving
- An adult to act as a mediator between the bully and the victim (if all parties agree)
- Fixed-term exclusion
- Permanent exclusion (in serious cases that may include violence)
- Offer rewards/ reinforce praiseworthy behaviour to promote change and to improve their behaviour.

e) **Monitoring and evaluating**

All cases that fall within the school's definition will be recorded. If the case involves any discrimination based on race, gender, disability or sexual orientation action as stated in the *Definition of Bullying* section will be taken.

The named individual, **Mr Arwel Roberts, Assistant Head**, has been appointed to take a specific role as the Coordinator of the Anti-bullying Policy and to be responsible for monitoring, reviewing, evaluating and recording the processes included in the policy.

Following discussions with pupils, parents/carers and staff the Head will make an Annual Report to the Governing Body noting how many incidents have occurred and any tendencies that may result. This information will be shared with the school.

The Pastoral Team, the Senior Leadership Team and the Governors will evaluate the effectiveness of the policy and will offer any changes that could eliminate any concerns that they may have. These will be presented to staff, parents/carers and the pupils.

9. Strategies to reduce bullying

Ysgol y Creuddyn is committed to following a programme of strategies with the aim of reducing cases of bullying. The **Behaviour Focus Group** will look at these strategies and will be responsible for ensuring their development:

- Ensuring that the Anti-Bullying Strategy is included in a prominent place in the home-school agreement
- Ensuring that the PSE programme includes elements that are associated with bullying
- Years 12 and 13 Buddy Mentoring scheme

- School assemblies
- Including Anti-bullying themes in the subject schemes of work e.g. the Welsh Department
- Ensure that the Anti-bullying Policy is given a prominent place in the Homework Diary.

10. Monitoring, Reviewing and Evaluating the Policy

This policy will be evaluated and updated by the Behaviour Focus Group. The viewpoints and experiences of staff and pupils will be used to make changes and improvements. The focus group will be responsible for any action that will reduce and respond to bullying.

When reviewing the policy, consultation with the following groups is recommended:

- Pupils
- Parents/carers
- Staff
- Governors
- External agencies e.g. the LEA Link Officer, Young People's Health Advisor and Childline

It is recommended that this policy is reviewed at least every three years.

11. Conclusions

An Anti-Bullying Policy alone cannot prevent bullying. We strongly believe that bullying is an aspect of life that cannot be reduced, without understanding why it happens. Our policy has been designed to improve this understanding and reduce the reasons behind bullying, and for this purpose it's an essential part of the ethos and philosophy of the school.

12. Sharing the policy with others

Copies of the policy will be available from the staff room and school reception. Parents will be informed when a new policy is published, and copies will be available to them on request. Teachers, supervisors and support staff will all receive a copy.

**This policy has been prepared by: Conwy LEA and
Arwel Owain Roberts (Assistant Head)**