

Anti-Bullying: Ballard School: 'A Bully-Free Zone'

At Ballard School we do not tolerate bullying.

To bully someone is to cause that person physical injury or mental anguish, to cause him or her misery and unhappiness. It is done by actual bodily assault or, more usually, by unkind and cruel remarks addressed to that person or by words and actions that in some way indicate to others that 'they are not wanted'. It is behaviour that undermines the victim's right to be happy. No child should ever have to suffer bullying from anyone else. It is a policy of this school that bullying must not take place in our community.

The main types of bullying are:

- physical (hitting, kicking, theft)
- verbal (name calling, racist remarks, homophobic remarks)
- indirect/emotional (spreading rumours, excluding someone from social groups, taunting).
- sexual – unwanted physical contact or sexually abusive comments
- cyberbullying where the use of Information and Communications Technology (ICT) particularly mobile phones (such as via social media) and the internet, deliberately upset someone else.
- written – unkind notes/comments, pretending to send a note or disguising its author, graffiti.

We require that all members of the school undertake a personal responsibility not to be involved themselves in bullying and to help eradicate bullying should they become aware of it happening.

What to do if you are being bullied:

- Talk to a member of the staff. All staff members take allegations of bullying very seriously.
- Talk to a Prefect or pupil mentor.
- If you cannot talk, encourage a friend to talk to us on your behalf.
- Talk at home to your parents; encourage them to let us know at school.
- Talk to Matron or your mentor.

What to do if you see someone being bullied:

- If you can, stop the bullying.
- If you can't do that, talk to staff or Prefects.
- All of us take the attitude that this is a 'bully-free zone' and act accordingly.
- **Beware of being in a gang against someone else.** Gangs do and say things which individuals in the gang would be ashamed of doing and saying.

If you are bullying:

- We hope to find you out.
- We hope to change your ways and attitude.
- We will punish you if you don't change.
- Ultimately you could be suspended or asked to leave.

Procedure:

- The Headmaster and staff will investigate allegations of bullying.
- Parents will be informed that investigations are taking place.

- A log of incidents will be kept on our management system (SIMS) so that we can track any patterns.
- Reference to the assertive discipline policy

Staff name: Alastair Reid (Headmaster)

Reviewed: September 2017

Anti-bullying – Advice For Staff

The aim of the anti-bullying policy is to ensure that pupils learn in a supportive, caring and safe environment without fear of being bullied. Bullying is anti-social behaviour and affects everyone; it is unacceptable and will not be tolerated at Ballard. Only when all issues of bullying are addressed will pupils be able to fully benefit from the opportunities available at school.

Bullying is defined as deliberately hurtful behaviour, repeated over a period of time, where it is difficult for those being bullied to defend themselves. The main types of bullying are:

- physical (hitting, kicking, theft)
- verbal (name calling, racist remarks, homophobic remarks)
- indirect/emotional (taunting or spreading rumours, excluding someone from social groups, singling out because of special needs or disabilities)
- sexual – unwanted physical contact or sexually abusive comments
- cyberbullying where the use of Information and Communications Technology (ICT) particularly mobile phones (such as via social media) and the internet, deliberately upset someone else
- Written – unkind notes/comments, pretending to send a note or disguising its author, graffiti

Staff should be aware of the signs and symptoms of bullying:

Pupils who are being bullied may show changes in behaviour such as:-

- becoming shy and nervous,
- feigning illness,
- taking unusual absences,
- being more clingy than usual especially towards you,
- there may be evidence of changes in work patterns,
- lacking concentration or truanting from school,
- feels ill in the morning,
- comes home with damaged books or clothing,
- has possessions going missing,
- has unexplained cuts or bruises,
- is bullying other children or siblings,
- becomes aggressive, disruptive or unreasonable,
- cries themselves to sleep at night/has nightmares.

All staff must be alert to the signs of bullying and act promptly and firmly against it in accordance with school policy. It is hoped that bullying will be minimised by following the guidelines below:

1. The ethos of the school should foster the idea that every individual is worthy in their own right and that every person has a vital part to play. Every individual has their own skills and assets and these should be nurtured.
2. Staff on duty at break times will carefully monitor the playground situation ensuring that no child appears isolated and that positive interaction is occurring.

3. Ample opportunity should be given to pupils to express their viewpoints, in class and in social situations. Communication and listening skills need to be fostered so children develop an understanding that not everyone will agree with their point of view, but that they must show tolerance and understanding of the viewpoints of others. They should be encouraged to develop empathy, applying this in every aspect of their lives and to develop self discipline in their behaviour towards others.
4. Form staff will monitor their own forms carefully, noticing if any child appears unhappy, withdrawn etc., or if there is a sudden deterioration in their work or a change in attitude (see the signs above).
5. Any concerns should be brought to the Deputy Heads immediately and aired in the weekly pastoral meetings.
6. All incidents will be recorded and kept on SIMS. It is at the discretion of the staff whether they ask the children involved to write down what has happened. If this is done then these copies will also be filed.
7. Children should be made aware that they should care for the others in their school community and if they see someone else in distress they should either offer help or find a member of staff to help.
8. Children should be made aware that there is always someone they can talk to if there is a problem of any sort and that their views will be listened to with respect and taken seriously and that help in whatever form will be given. They should be made fully aware that they will not be seen as complaining or fussy, but as doing the right thing.

Implementation

The following steps may be taken when dealing with incidents:

- If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who has been approached and if this is not possible the issue will be passed to a member of the Leadership Team
- A clear account of the incident will be recorded, put on file and if necessary copies given to the Deputy Heads
- In the case of cyberbullying any texts, emails etc. should be saved and kept as evidence
- Depending on the seriousness of the incident a member of the Leadership Team may interview all concerned and will record the incident
- Form tutors will be kept informed and if it persists the form tutor will advise the appropriate subject teachers and Leadership Team
- Parents will be kept informed
- Punitive measures will be used as appropriate and in consultation with all parties concerned. (See the Assertive Discipline Policy.)

Pupils

Pupils who have been bullied will be supported by:

- offering an immediate opportunity to discuss the experience with a form tutor or members of their choice

- reassuring the pupil
- offering continuous support
- restoring self-esteem and confidence.

Pupils who have bullied will be helped by:

- discussing what happened
- discovering why the pupil became involved
- establishing the wrongdoing and need to change
- informing parents or guardians to help change the attitude of the pupil.

If necessary other pupils should be aware that there are times when as bystanders to bullying they may be thought of as 'accessories' and this will mean that they will be disciplined too.

Every effort will be made to bridge the gap between the children involved, to deal with the problem, give support and re-establish the unity within the group.

The following disciplinary steps can be taken:

- official warnings to cease offending
- detention/removal from break times
- interviews with parents
- exclusion from certain areas of school premises
- minor fixed-term exclusion
- major fixed-term exclusion
- permanent exclusion.

Within the curriculum the school will raise the awareness of the nature of bullying through inclusion in PSHE, form tutorial time, assemblies and subject areas, as appropriate, in an attempt to eradicate such behaviour.

Monitoring, evaluation and review

The school will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.

Recommended sites

www.kidscape.org.uk

www3.hants.gov.uk/childrens-services

safe to learn; embedding anti-bullying work in schools (DCSF, 2007)

Statutory duty of schools

Headteachers have a legal duty under the School Standards and Framework Act 1998 to draw up procedures to prevent bullying among pupils and to bring these procedures to the attention of staff, parents and pupils.

Staff Name: Alastair Reid (Headmaster)

Reviewed: September 2017

Anti-bullying – Advice for Parents

Parents should be aware that all school policies are available to be viewed via the website, in the parents' handbook or by hard copy from school. We would ask that if parents have any concerns they should contact the school immediately. Please do not take matters into your own hands by, for example, approaching an alleged bully. You may not have the full picture and are unlikely to be objective where your own child is concerned.

What is bullying?

Bullying is defined as deliberately hurtful behaviour, repeated over a period of time, where it is difficult for those being bullied to defend themselves. The main types of bullying are:

- physical (hitting, kicking, theft)
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Bullying will not be tolerated at Ballard School and all staff will be vigilant in helping keep Ballard a happy, safe, environment for all pupils. It is important to respond to bullying because no one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Pupils who are bullying need to learn different ways of behaving.

Parents should be reassured that the staff have procedures that will be followed to make every attempt to minimise bullying in Ballard School.

Signs and symptoms of bullying

Pupils who are being bullied may show changes in behaviour, such as:

- becoming shy and nervous,
- feigning illness,
- taking unusual absences,
- being more clingy than usual especially towards you,
- there may be evidence of changes in work patterns,
- lacking concentration or truanting from school,
- feels ill in the morning,
- comes home with damaged books or clothing,
- has possessions going missing,
- has unexplained cuts or bruises,
- is bullying other children or siblings,
- becomes aggressive, disruptive or unreasonable,
- cries themselves to sleep at night/has nightmares.

These signs and behaviours could indicate many other problems, however bullying should be considered and therefore should parents suspect there is an issue we would urge them to contact the school immediately for a meeting. If a 'minor' issue is flagged up early on, a more serious case of bullying can often be avoided.

These are the procedures in place for the pupils.

Pupils who have been bullied will be supported by:

- offering an immediate opportunity to discuss the experience with a form tutor or member of staff of their choice
- reassuring the pupil that they have done the right thing in coming forward
- offering continuous support
- restoring self-esteem and confidence
- parents will be informed.

Pupils who have bullied will be helped by:

- discussing what happened
- discovering why the pupil became involved
- establishing the wrong doing and need to change
- informing parents or guardians to help change the attitude of the pupil.

If necessary other pupils should be aware that there are times when as bystanders to bullying they may be thought of as 'accessories' and this will mean that they will be disciplined too.

Every effort will be made to bridge the gap between the children involved, to deal with the problem, give support and re-establish the unity within the group.

The following disciplinary steps can be taken:

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- major fixed-term exclusion
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Within the curriculum the school will raise the awareness of the nature of bullying through inclusion in PSHE, form tutorial time, assemblies and subject areas, as appropriate, in an attempt to eradicate such behaviour. We may also ask for intervention via our School Counsellor or our ELSA (emotional, literacy, support assistant).