

# WAKEFIELD GRAMMAR SCHOOL FOUNDATION

## ANTI-BULLYING POLICY

### General Statement

The governing body values the good relationships fostered by the school, and expects that every allegation of bullying will be taken seriously. The governors believe that the Foundation should adopt a zero tolerance attitude to bullying.

All staff, pupils and parents should be aware of the negative effects that bullying can have on individuals and the school in general, and should work towards ensuring that pupils can work in an environment without fear.

Bullying is unacceptable in Foundation schools and will not be tolerated. The Foundation also recognises that because of the verdicts in bullying cases it must take note of bullying perpetrated outside school which spills over into the school. The Foundation will do what is reasonably practicable to eliminate any such bullying.

This policy has been written having reviewed the DCSF publication : **Safe to Learn: Embedding anti-bullying work in schools**. This was first published in September 2007.

### Aims

- to demonstrate that the school takes bullying seriously and that it will not be tolerated;
- to take measures to prevent all forms of bullying in the school and on off-site activities;
- to support everyone in taking action to identify and protect those who might be bullied;
- to demonstrate to all that the safety and happiness of pupils is enhanced by dealing positively with bullying;
- to promote an environment where it is **not** an offence to tell someone about bullying;
- to promote positive attitudes in pupils

### Definition of Bullying

Bullying is deliberately hurtful behaviour by an individual or group towards another individual or group, whether physical or psychological. It can be a single incident but is usually repeated over a period of time where it is difficult for those being bullied to defend themselves.

### Responsibilities

#### Governing Body

The governing body will nominate a governor who will liaise with the Spokesman, the Heads of the Foundation schools and the individual schools' designated teachers (see below) over all anti-bullying strategies, and individual cases where appropriate.

The governing body will discuss, review and endorse agreed strategies on the initiative of the 'nominated governor', and in any case will discuss the Head's annual report on the working of this policy.

### **The Head**

The Head will:

- determine the strategies and procedures;
- ensure that all staff have an opportunity of discussing strategies and reviewing them;
- discuss development of the strategies with the school Leadership Team
- ensure appropriate training is available;
- ensure that the procedures are brought to the attention of all staff, parents and pupils;
- report annually to the governing body.

### **Designated Person**

The Designated Person (normally the Deputy Head or another Senior Teacher) will:

- be responsible for the day-to-day management of the school anti-bullying policy
- ensure that there are positive strategies and procedures in place to help both the bullied and bullies;
- keep the Head informed of incidents
- arrange relevant staff training;
- determine how best to involve parents in the solution of individual problems; and
- make a termly report to the Head .

Clearly if wider child abuse is suspected then the Child Protection Policy will apply and should be referred to.

Other specific staff (e.g. Head of Year/Form teacher) may have responsibilities within an individual school within the Foundation. Refer to the school's Anti-Bullying Policy.

In any event all Staff will:

- know the policy and procedures;
- be observant and to ask pupils what is happening to them;
- deal with incidents according to the policy;

- never let any incidence of bullying pass by unreported, whether on-site or during an off-site activity;

### **Anti-Bullying Education in the Curriculum**

The Foundation schools will raise the awareness of the anti-social nature of bullying through a PSHE and Citizenship programme, school assemblies, the school council, use of tutorial time and in the national curriculum programmes of study as appropriate.

- the Deputy Head (or Head as appropriate) is responsible for initiating and developing with appropriate colleagues an anti-bullying programme as part of the PSHE and Citizenship course; and
- teaching staff are responsible for introducing anti-bullying material in their programmes of study as appropriate.

Changing the attitude and behaviour of bullies will play a major part in the strategies used by the school.

### **Procedures**

How is bullying shown? It can be:

- physical (pushing, kicking, hitting, punching, spitting or any form of violence)
- verbal (name-calling, sarcasm, spreading rumours, teasing, targeting differences such as background, disability, skills, appearance)
- social or psychological (excluding, tormenting, exploiting known issues, humiliating, ignoring, using body language)
- cyber bullying (misuse of social websites, email, text messages, internet chat rooms, cameras and photographs – *(refer to the ICT Acceptable Use Policy)*)

Bullying tends to be fuelled by prejudice against an individual or group that may be different. This can be for many reasons but commonly may be based on:

- race or culture
- appearance
- disability
- religion
- gender (sexual or sexist)
- sexual orientation (homophobia)
- children having special educational needs

### **Signs of Bullying**

Pupils who are being bullied may show changes in behaviour, e.g. becoming shy and nervous, feigning illness, taking unusual absences or clinging to

adults. There may be changes in work patterns, a lack of concentration, or truancy.

All staff should be aware of these possibilities and to report promptly any suspicions of bullying to the most appropriate member of staff (Head of Year/Form Teacher or Designated Teacher).

Pupils will be encouraged to report incidents of bullying.

Form Teachers and PSHE teachers will include anti-bullying training in their programmes.

### **Dealing with Incidents**

In general however:

- if bullying is suspected or reported the incident will be investigated and dealt with initially and immediately by the teacher approached;
- if a racial element to the bullying is suspected the Head/Deputy Head must be informed immediately;
- the teacher will record the details of the incident and inform a senior member of staff
- the senior member of staff will interview all the parties and make a record;
- staff teaching the bullied pupil and the form tutor will be informed;
- the senior member of staff will determine the appropriate strategy and plan of action to combat the bullying;
- parents will be kept informed by the Deputy Head (or Head)
- any sanctions against the bullies will be determined by the Deputy Head

### **Bullied Pupils**

Staff who deal with pupils who have been bullied must always offer reassurance. Pupils who have been bullied will be given support determined by the Head of Year or the Form Tutor (or other appropriate teacher) in consultation with the pupil.

### **Bullies**

Changing the attitude and behaviour of bullies will be part of the responsibility of the positive procedures used by the school. However, the school recognises that sanctions will also have to be used against bullies.

### **Sanctions**

Any of the school's formal punishments can be used against bullies as appropriate. Refer to the Foundation Behaviour and Discipline Policy. For persistent offenders or incidents considered as gross acts of aggression a pupil could be permanently excluded.

## **Involvement of Parents**

Parents, as well as all staff and pupils, should know that the school will not tolerate bullying, and takes a positive approach to educating pupils to combat it.

Parents of pupils who are being bullied and parents of the bullies will be involved in the solution to the problem as appropriate by the school.

Parents will be informed of the policy and procedures and the possibility of permanent exclusion following gross acts of bullying.

## **Involvement of Pupils/Students**

Pupils will be involved in the positive strategies through both the school councils and forms/tutor groups. Pupils will have an input into the PSHE anti-bullying programme, and will be consulted on how it could be developed.

A major part of the programme will consist of educating pupils in how to cope with bullying. The programme will involve assemblies, projects, drama, stories, literature, historical events and current affairs amongst others.

## **Counselling**

The school is prepared in appropriate cases to arrange counselling for both bullies and the bullied.

## **Reporting and Recording**

All incidents must be reported and recorded using the schools' documentation.

## **Staff Training**

The Deputy Head (or Head as appropriate) is responsible for arranging a programme of staff development, which will include anti-bullying strategies. This will include training for education support staff and governors as well as teachers.

## **Monitoring and Review**

The Deputy Head will keep and consider reports on serious incidents, and make a termly report, with statistics, to the Head. The Head may do this him/herself in some cases. The Head will consider the reports with the Senior Leadership Team to determine what can be learned from the incidents and how they were handled with a view to improving the school's strategies.

The Head will make an annual report to the governing body.