



# **ANTI BULLYING POLICY 2019**

Responsibility	A Davies
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# Anti Bullying Policy

## 1. Introduction

Pencoedtre High School is committed to providing a caring, friendly, safe and supportive environment in which staff can work and students can receive their education. Bullying of any kind is unacceptable at Pencoedtre High School. If bullying does occur, all students should be able to tell and know that incidents will be dealt with promptly and effectively. Anyone that knows that bullying is happening is expected to tell staff.

## 2. Aims and Objectives

2.1 Ensure all governors, staff, students and parents have an understanding of what bullying is.

2.2 Acknowledge that everyone (students and staff) is entitled to feel safe and secure in the school environment, and that bullying is openly acknowledged as being unacceptable.

2.3 Ensure that students, staff, parents and governors understand the procedures to adopt in case of bullying.

2.4 Make sure that anyone involved in being bullied or bullying knows that he/she has the right to be heard and taken seriously, and that people have a chance to talk about and understand bullying.

2.5 Ensure that everyone in school recognizes his/her own responsibility in creating a bully free environment by being watchful of incidents and by reporting them.

2.6 Ensure that all incidents of bullying when they are reported are dealt with as effectively as possible and that they are seen to be dealt with.

## 3. Definition of bullying

3.1 **Bullying** is defined as behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally.

3.2 **Cyberbullying** is the use of Information and Communication Technology (ICT) particularly mobile phones and the internet, deliberately to upset someone else.

3.3 **Homophobic bullying** occurs when bullying is motivated by a prejudice against lesbian, gay or bisexual people.

3.4 **Racist bullying** refers to a range of hurtful behaviour, both physical and psychological, that makes the person feel unwelcome, marginalized and excluded, powerless or worthless because of their colour, ethnicity, culture, faith community, national origin or national status.

3.5 **Sexist bullying** is based on sexist attitudes that demean, intimidate or harm another person.

3.6 **Sexual bullying** with a specific sexual dimension or a sexual dynamic be it physical, verbal or non-verbal. This can include verbal comments, touching, graffiti, and spreading images (e.g. 'sexting')

3.7 **Transphobic bullying** describes hurtful behaviour towards people whose sense of their gender or gender identity is different to typical gender 'norms'

## 4. Behaviours

Bullying can include the following behaviours:

4.1 **Physical:** hitting, kicking, pushing, taking or damaging belongings

4.2 **Verbal:** name calling, taunting, mocking, insulting, making offensive remarks e.g. racist, sexist or homophobic remarks, repeated teasing, threats, sarcasm, gossiping

4.3 **Indirect:** spreading nasty stories about someone, excluding someone from social groups, leaving notes, failure to speak to acknowledge a person, making someone the subject of malicious rumours, inappropriate text messaging and emailing, sending offensive or degrading images by phone or internet, producing offensive graffiti.

## 5. Some possible signs of bullying

5.1 **Physical:** unexplained bruises, scratches, cuts, missing belongings, damaged clothes or schoolwork. Loss of appetite, stomach aches, headaches.

5.2 **Emotional:** losing interest in school, withdrawn, secretive, unusual shows of temper, refusal to say why unhappy, high level of anxiety, mood swings, tearfulness for no reason, lack of confidence, headaches and stomach aches, signs of depression

5.3 **Behavioural:** asking to be taken to school, wanting to go home for lunch, taking longer to get home, asks for money, using different routes to school, 'losing' more items than usual, sudden changes in behaviour and mood, concentration difficulties, truancy.

## 6. Roles and responsibilities

### 6.1 Students:

6.1.1 Act in a respectful way and supportive manner to all other students reporting any suspected incidents which the victim may be afraid to report

6.1.2 Refrain at all times from behaviour which would contribute to the bullying of other students

6.1.3 Report all incidents of bullying to a member of staff.

6.1.4 Adhere to and promote the principles of this policy.

### 6.2 Staff:

6.2.1 To be familiar with the school anti bullying policy

6.2.2 To recognise that the responsibility for dealing with bullying incidents rests with all staff

6.2.3 To respond to parents/guardians concerns re bullying issues raised

6.2.4 To keep written records of all incidents of bullying

### 6.3 Parents/guardians

6.3.1 Stressing to students the importance of social behaviour

6.3.2 Reporting any concerns that they have concerning either victims or perpetrators

6.3.3 Actively supporting the policy on eradicating bullying

## 7. Strategies for the prevention and reduction of bullying

- 7.1 Raise awareness of the nature of bullying through Personal & Social Education (PSE) lessons, form time, assemblies and subject areas to develop students' assertiveness in order that they may feel better able to deal with bullying situations.
- 7.2 Students confident to tell someone
- 7.3 To encourage staff to be proactive in combating bullying to serve as a good role model to students.
- 7.4 Form tutors ready to listen to students and take the appropriate action to support the victim.
- 7.5 Leaders of Learning available daily to listen and offer support to the victim and sanction the perpetrator.
- 7.6 Learning & Wellbeing team available daily to listen and offer support.
- 7.7 Bully box for confidential notes.
- 7.8 Record of all bullying incidents is on SIMS.
- 7.9 The monitoring of victims and bullies and the provision of special arrangements for any students considered to be at risk, including guidance, counselling and information on other sources of support.

## **8. Procedures for reporting and responding to bullying:**

- 8.1 If bullying is suspected or reported the incident will be dealt with immediately by the member of staff who has been approached
- 8.2 A clear account should be recorded on a log sheet and given to the Form Tutor / Leader of Learning / Learning & Wellbeing Office
- 8.3 The Form Tutor / Leader of Learning / Learning & Wellbeing Team will interview all concerned and take a statement
- 8.4 In serious cases parents will be informed and may be asked to come into school to discuss the problem
- 8.5 If necessary and appropriate the school's liaison police officer will be called.

### **8.6 Students who have been bullied will be supported by:**

- 8.6.1 Will be offered an immediate opportunity to discuss the experience with their Form Tutor / Leader of Learning / Learning & Wellbeing Team
- 8.6.2 Reassuring the student
- 8.6.3 Offering continuous support via Form Tutor / Leader of Learning / Learning & wellbeing Team or School Counsellor.
- 8.6.4 Restoring self esteem and confidence – Form Tutor, Leader of Learning, Learning & Wellbeing Team, student peer mentors, ELSA trained LSAs
- 8.6.5 Restorative justice offered

### **8.7 Students who have been bullies will be helped by:**

- 8.7.1 Discussing what happened
- 8.7.2 Discovering why the student became involved
- 8.7.3 Establishing the wrong doing and the need to change
- 8.7.4 Informing the parents/guardians to help change the attitude of the student
- 8.7.5 Be encouraged to take part in restorative justice
- 8.7.6 The bully (bullies) may be asked to apologise genuinely, either written or verbally depending on the circumstance.

8.7.7 For those who have repeatedly bullied a possible referral to the Local Authority Behaviour Support Team.

**9. The following disciplinary steps may be taken in line with the School's Culture for Learning Policy:**

Any disciplinary step will take into consideration any previous sanction/intervention regarding bullying.

9.1 Warning given by Form Tutor / Leader of Learning

9.2 Detention

9.3 Isolation

9.4 Internal exclusion

9.5 Fixed term exclusion

9.6 Permanent exclusion in extreme cases

**Homophobic Bullying**

9.7 Generic indirect homophobia – detention

9.8 Homophobia aimed at another student or member of staff, contractor or visitor on site – Internal Exclusion

9.9 External exclusion for extreme direct abuse of a homophobic nature.

**Racist Bullying**

9.10 Generic indirect Racism – detention

9.11 Racism aimed at another student or member of staff, contractor or visitor on site – Internal Exclusion

9.12 External exclusion for extreme direct abuse of a racist nature.

**10. Procedures for monitoring, evaluation and review:**

10.1 The school will review this policy annually and assess its implementation and effectiveness.

10.2 The number of reported and recorded incidents will be kept by each Leader of Learning and this data will be reviewed termly and recorded with the Local Authority.

**A Guide to Parents If You Are Concerned That Your Child Is Being Bullied:**

1. Contact your child's Form Tutor in the first instance, then the Leader of Learning / Learning & Wellbeing department if you are still concerned.

### **1.1 Homophobic bullying:**

Students that are, or perceived to be gay or lesbian can be the victim of homophobic bullying. This abuse can be either verbal or physical. Pencoedtre High School will not tolerate bullying on the basis of sexual orientation. Students are taught to accept one another for their differences.

### **1.2 Racist Bullying:**

Students from various backgrounds, ethnicities, cultures, religions can be the victim of racist bullying. This abuse can be either verbal or physical. Pencoedtre High School will not tolerate bullying on the basis of religion, ethnicity or background. Students are taught to accept one another for their differences.

### **1.3 Cyber bullying:**

Be aware of age restrictions for each site. Keep a record of the bullying e.g. screen shots and print outs.

#### **1.3.1 Mobile Phones – Advice for students:**

- Don't reply to any nasty messages you receive.
- Keep the messages that you have been sent so you can show someone.
- Don't answer any calls from a withheld number, or from a number you don't know.
- If it gets really bad, you could change your number.
- If you change your number, only give out your new number to close friends.
- If the problem is serious, tell the police or call Child Line for free on 0800 1111.
- Don't keep it to yourself or try to deal with it alone. Tell an adult you trust, like a parent, grandparent or teacher. It helps to talk.

Mobile phone operators can't stop or block a particular number from contacting another phone, but you can do this on some types of phone. Check your phone user guide to see if yours can. Mobile phone companies can only take action on the bully's account, such as blocking it, if the police are involved.

**1.3.2 Social Networking sites (e.g. MySpace, Bebo, Piczo, Twitter, Facebook, Last .FM):** It is good practice for social network providers to make reporting incidents of cyber bullying easy, and thus have clear, accessible and prominent reporting features. Many of these reporting features will be within the profiles themselves, so they are "handy" for the user. If social networking sites do receive reports about cyber bullying, they will investigate and can remove content that is illegal or breaks their term and condition in other ways. They can delete the accounts of those who have broken the rules. For more information, help and resources:

[www.thinkyounow.co.uk](http://www.thinkyounow.co.uk)

**1.3.3** The UK's national centre for protecting students, The Child Exploitation and Online Protection (CEOP) Centre encourage social networking providers to adopt a one click button for students to get immediate police help.

'CLICKCEOP' was launched back in 2006 as an online button for young people to use whenever they are in danger on line. It has already been adopted by hundreds of sites including MSN Live Messenger in the UK and AOL BEBO.

By clicking on the link, students can access a range of advice and guidance from organizations such as the Internet Watch Foundation (IWF), Childline, Beatbullying and GetSafeOnline, as well as CEOP's own specialist teams. Students can also use the link to make reports to CEOP's specialist police teams.

[www.CEOP.gov.uk](http://www.CEOP.gov.uk)

**1.3.4** Contacts of some social network providers:

**Twitter:** report an abusive user by visiting <https://Support.twitter.com/forums/abusive> user.

**Facebook** – Click on 'report' which can be found near all posted content (a small 'cog' symbol)

**Bebo:** Reports can be made by clicking on a "Report Abuse" link located below the user's profile photo (top left-hand corner of screen) on every Bebo profile page. Bebo users can also report specific media content (i.e. photos, videos, widgets) to the Bebo customer services team by clicking on a "Report Abuse" link located below the content they wish to report.

**My Space:** Reports can be made via the "Contact MySpace" link, which is accessible at the bottom of the MySpace homepage ([HTTP://uk.myspace.com](http://uk.myspace.com)), and at the bottom of every page within the MySpace site.

**Piczo:** Reports can be made within the service (there is a "Report Bad Content" button at the top of every member page). At the bottom on the home page and on the "Contact Us" page there is a link to a "Report Abuse" page. The "Report Abuse" page can be found at: <http://pic3.piczo.com/public/piczo2/piczoAbuse.jsp>.

You can find additional information on reporting internet abuse by visiting [www.stopcyberbullying.org](http://www.stopcyberbullying.org)

**1.3.5 Video-hosting sites:** It is possible to get content taken down from video-hosting sites, though the content will need to be illegal or have broken the terms of service of the site in other ways. On YouTube, perhaps the most well known of such sites, it is possible to report content to the site provider as inappropriate. In order to do this, you will need to create an account (this is free) and log in, then, you will have the option to "flag content as inappropriate". The option to flag the content is under the video content itself. YouTube provides information on what is considered inappropriate in its terms of service. See [www.youtube.com/t/terms](http://www.youtube.com/t/terms) section 5C.

**1.3.6 Instant Messenger (e.g. windows Live Messenger or MSN Messenger):** It is good practice for Instant messenger (IM) providers to have visible and easy-to-access reporting features on their service. Instant Messenger providers can investigate and shut down any accounts that have been misused and clearly break their terms of service. The best evidence for the service provider is archived or recorded conversations and most IM providers allow the user to record all messages.

Contact: Contacts of some IM providers:

**MSN:** When in Windows Live Messenger, clicking the “Help” tab will bring up a range of options, including “Report Abuse” and there is also an online feedback form at <http://support.msn.com/default.aspx?mkt=en-gb> to report on a range of products including MSN Messenger.

**Yahoo!:** When in Yahoo! Messenger, clicking the “Help” tab will bring up a range of options, including “Report Abuse”.

**1.3.7 Chatrooms, individual website owners/forums, message board hosts:** It is good practice for chat providers to have a clear and prominent reporting mechanism to enable the user to contact the service provider. Users that abuse the service can have their account deleted. Some services may be moderated, and the moderators will warn users posting the abusive comments or take down content that breaks their terms of use.

## **2. If you suspect your child is being bullied:**

2.1 Calmly talk with your child about his/her experience

2.2 Make a careful note of what your child tells you, who is involved; how often the bullying has occurred; where it happened and what happened

2.3 Reassure your child that he/she has done the right thing to tell you about the bullying

2.4 Encourage your child to talk to their Form Tutor.

## **3. Talking with teachers about bullying:**

3.1 Try and stay calm – bear in mind that the teacher may have no idea that your child is being bullied or may have heard conflicting accounts of an incident

3.2 Be as specific as possible about what your child says has happened – give dates, places and name of other children involved

3.3 Make a note of what action the school intends to take

3.4 Ask if there is anything you can do to help your child or the school

3.5 Stay in touch with the school; let them know if things improve as well as if problems continue.

## **4. If you are not satisfied:**

It is recognised that bullying is not easy to control. You may have to be patient with the school but the best advice is for you to keep encouraging your child to talk to staff if they continue to experience problems. The most effective way to stop bullying in the longer term is to



continue to work together to solve the problem. The school does not wish for your child to be unhappy anymore than you do.

### **5. What to do if your child is bullying other students.**

Many children may be involved in bullying other pupils at some time or other. Often parents are not aware that their child is involved in bullying.

Children sometimes bully others because:

5.1 They don't know it is wrong

5.2 They are copying older pupils whom they admire

5.3 They haven't learnt other, better ways of mixing with their school friends

5.4 Their friends encourage them to bully

5.5 They are going through a difficult time and are acting out aggressive feelings.

To stop your child from bullying others:

5.6 Talk with your child; explain that what he/she is doing is unacceptable and makes other children unhappy

5.7 Make an appointment to see your child's Head of Year; explain the problems, discuss how you and the school can stop him/her bullying others

5.8 Regularly check with your child how things are going at school.

### **6. Finally:**

Whilst we are confident and proud to say that few students are bullied at Pencoedtre High School, it is not an area where we can afford to be complacent. Even if one child is bullied, it is one young person who may not be happy and able to fulfil their potential, and therefore it is our collective responsibility to work hard to ensure that bullying is effectively dealt with in Pencoedtre High School.

## **APPENDIX 1**

### **USEFUL WEBSITES**

**Child Exploitation and Online Protection (CEOP) Centre** – [www.ceop.police.uk](http://www.ceop.police.uk)

**Childline** – [www.childline.org.uk](http://www.childline.org.uk)

**Childnet International** – [www.childnet.com](http://www.childnet.com)

**Get Safe Online** – [www.getsafeonline.org](http://www.getsafeonline.org)

**UK Safer Internet Centre** – [www.saferinternet.org.uk](http://www.saferinternet.org.uk)

**NSPCC** – [www.nspcc.org.uk](http://www.nspcc.org.uk)

**Parentline Plus** – [www.parentlineplus.org.uk](http://www.parentlineplus.org.uk)

**Samaritans** – [www.samaritans.org](http://www.samaritans.org)

**Thinkuknow** – [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

**UK Council for Child Internet Safety (UKCCIS)** – [www.education.gov.uk/ukccis](http://www.education.gov.uk/ukccis)

**Vodafone Parents' Guide** – [www.vodafone.com/parents](http://www.vodafone.com/parents)

**Parent Zone** - [www.theparentzone.co.uk](http://www.theparentzone.co.uk)

**Anti-bullying Alliance** – [www.anti-bullyingalliance.org.uk](http://www.anti-bullyingalliance.org.uk)

**Bullying uk** – [www.bullying.co.uk](http://www.bullying.co.uk)

**Facebook Safety for Parents** – [www.facebook.com/safety/groups/parents](http://www.facebook.com/safety/groups/parents)

**Insafe** – [www.betterinternetforkids.eu](http://www.betterinternetforkids.eu)

**That's not cool** – [www.thatsnotcool.com](http://www.thatsnotcool.com)

**The Diana Award Anti Bullying Campaign** – [www.antibullyingpro.com](http://www.antibullyingpro.com)

If your child is being bullied they might want to talk to someone in confidence:-

**Childline** – [www.childline.org.uk](http://www.childline.org.uk)

**NSPCC** – [www.nspcc.org.uk](http://www.nspcc.org.uk)

**Samaritans** – [www.samaritans.org](http://www.samaritans.org)