

THE REDWAY SCHOOL

Name of Policy:	Anti – Bullying
Date of original policy:	September 2005
Reviewed and updated each December	
Date of last Review:	December 2017
Date of Next Review and Update:	December 2018
Member of staff responsible:	Ruth Sylvester

Rationale

Everyone at The Redway School is concerned about the welfare and safety of all its pupils and creates an ethos in which pupils feel secure, valued, listened to and are taken seriously.

Whilst bullying is not seen as a significant problem, it is recognised that some bullying may occur from time to time.

The purpose of this policy is to inform staff, parent / carers and governors about the school's responsibilities in relation to bullying and to enable everyone to have a clear understanding of how these responsibilities should be carried out.

The school has a statutory 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.

Our Definition of Bullying:

Bullying is behaviour by an individual or group that is repeated over time, that intentionally hurts another individual or group, physically or emotionally.

Bullying can take many forms (for example cyber bullying via text messages or the internet,) and is often motivated by prejudice against particular groups, for example on the grounds of race, religion, gender, sexual orientation, or because a child is adopted or has caring responsibilities.

It might be motivated by actual differences between children, or perceived differences.

Whole School Approach:

At The Redway School we work together to both prevent bullying and deal effectively with those incidents, which occur. This reflects the aims of our school.

We provide an environment that:

- Does not tolerate bullying
- Has clear lines of communication so that those who feel threatened feel that they have someone to whom they can talk.
- Encourages honesty – where pupils and staff feel secure enough to tell someone if bullying occurs.
- Provides positive images to those groups most at risk.
- Follows an agreed code of conduct,
- Is a safe place for all pupils.
- Has clear procedures for identifying and dealing with incidents of bullying.
- Includes all partners in the anti bullying procedures – pupils, staff, parents / carers, members of the community.

Anti-bullying – the curriculum

The curriculum is the sum total of all the experiences that are received by our pupils. A zero-tolerance approach to bullying is adopted through the taught Personal, Social, Health and Citizenship Education curriculum as well as indirectly through cross curricular themes.

The PSHCE curriculum at The Redway School provides knowledge, and encourages the acquisition of skills and attitudes, which will encourage pupils to deal with bullying in a responsible way. The pupils' levels of personal and social development are taken into account and the concept of the spiral curriculum has been adopted.

Ways in which anti bullying is reinforced:

- By each class having a clear code of conduct for behaviour which is agreed upon at the start of each academic year, and is relevant to the needs of the pupils within each group.
- Through regular assemblies
- Through our clear work throughout the curriculum promoting pupils SMSCE development and that of British Values.
- Through the Expressive Arts – drama, art, dance and music
- In class times, especially review and reflection at the end of the day.
- Through work with identified groups of pupils who need specialist input
- Through visitors to our school such as the community policeman, behaviour support services, etc.
- Through the different learning opportunities and activities during our annual focus weeks including - 'Friendship Week' 'Careers Week' and 'Healthy Living Week'

Policy statement on procedures.

- Procedures are in place and are agreed by pupils, parents / carers, staff and governors, whereby bullying activity may be reported and acted upon.
- Procedures are published in the supplement to the prospectus as part of the information to new students and parents.
- These procedures inform the victim, the bully, parents / carers and staff, of the school's commitment to an anti bullying ethos, the action to take place in a bullying situation, and the consequences of such behaviour are clearly defined.

Procedures for staff:

Upon suspecting, witnessing or being told of bullying activities staff should inform the class teacher (The initial point of contact may be any member of staff i.e. midday meals supervisors, or other outside support staff). The class teacher or Assistant Head Teacher should deal with the incident in the following way:

1. Talk to the victim and reassure him/her that the bullying will be stopped. (If possible as the majority of our pupils are non-verbal)
2. If possible, with the victim, record a clear account of the incident, including date, time and place. What prompted the incident, what happened and what immediate action was taken.
3. If possible, talk to the bully and with the bully record their version of the incident.
4. Discuss this with the parents / carers informally. Then send a copy of the report of this meeting to parents/carers of both parties with a covering letter explaining the schools anti-bullying policy and asking parents/ carers to meet at school or to respond in writing.
5. File all papers relating to the incident in the office file. And in the pupils' files.
6. Record each incident in the register of bullying incidents kept in the school office.

Procedures for the Victim.

1. Victims of bullying are encouraged to tell someone they trust as soon as possible. That may be, a teacher, midday meals supervisors, specialist teaching assistants, a parent, or a friend. There are different ways that pupils can communicate any problems;

- Write it all down
 - Make a recording of what happened (if possible)
 - Talk to the person they trust, orally or through sign language, if possible.
2. A member of staff will help straight away, reassuring the pupil and recording the incident.
 3. The school will talk to the victim about what will be done to make sure it will not happen again, offering continuous support.
 4. Talk to parents about the incident, working together to deal with the problem.
 5. If extra help or counselling is required, then this will be sought from appropriate agencies.

Procedures for the person who has been bullying:

A member of staff will:

1. Speak to the bully, at all times remaining objective.
2. Determine from the incident book, members of staff and pupil whether such incidents have previously occurred.
3. Isolate the incident. Ask the bully for the reason he/she bullied the other person if they are able to explain.
4. If possible, explain that such actions are not tolerated and such behaviour is unacceptable, establishing the need to change.
5. If possible, ask the bully to identify people who may be able to help them.
6. Explain that parents / carers will be informed and that the school will work with the parents / carers to deal with the problem and help change the attitude of the pupil.
7. Involve other support agencies as necessary.

Other policies to be read in conjunction with this one:

- Equal Opportunities Policy
- Whistleblowing Policy
- Health and Safety Policy

Flowchart to show procedures

Incident reported



Counselled by class teacher or Assistant Headteacher



Letter sent to parents of victim and bully, may also be telephoned
Consequence agreed for the person who has been bullying



Situation monitored by class teacher



If incidents continue



Member of Senior Leadership Team informed
Both sets of parents/carers asked in to see either the Assistant Head Teacher or
member of Leadership Team



Strategy developed with both sets of parents/carers



If incidents still continue



Both sets of parents/carers asked in to see Head Teacher



Further counselling which may include external help for the person who has been
bullying and/or victim



If incidents still continue



It may be necessary to review placement.

The following disciplinary steps can be taken:

- Warnings to cease offending
- Official warnings to cease offending
- Detention
- Stopping privileges for a fixed period
- Internal suspension
- Minor fixed term exclusion
- Major fixed term exclusion
- Permanent exclusion

Implementation of the Policy:

- Through whole school, department and class assemblies
- Ensuring that all staff, pupils, parents and partners are kept informed about the policy and its effectiveness.
- By rigorously ensuring that bullying is taken seriously and dealt with immediately
- By ensuring that incidents are followed up
- By checking that bullying is not re-occurring
- Through regular whole school awareness raising activities

Monitoring, Evaluation and Review

The effectiveness of the policy:

There will be frequent monitoring of the situation through departmental meetings and Heads of Department meetings. Daily checks of the record book, discussions in pastoral time and through the Personal, Social and Health Education Programme.

The policy will be reviewed annually.

This policy should be read alongside:

The PSHE policy
The Equal Opportunities policy
The Behaviour policy

The Redway School

Bullying Incident Report – please complete a full report in the incident book.

This log is kept as record through which we can monitor the numbers of incidents and the names of pupils regularly involved in bullying incidents.

Name of member of staff reporting incident:	Date: Time:
Name(s) of perpetrator(s)	Name(s) of pupil(s) bullied
Reported to:	

Name of member of staff reporting incident:	Date: Time:
Name(s) of perpetrator(s)	Name(s) of pupil(s) bullied
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