



# Woodbury School

## ANTI-BULLYING

### POLICY

**Reviewed by:** Lisa Gulley  
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Online abuse and bullying prevention guide (March 2015) Equality Act 2010 (May 2014)

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## **Statement of Intent**

Woodbury School is committed to providing a caring, friendly and safe environment for all of our pupils, so that they can learn in a secure atmosphere.

Bullying of any kind is unacceptable in Woodbury School. If bullying does occur, all pupils should feel able to tell staff and should be confident that incidents will be dealt with promptly and effectively. All staff have a responsibility to take any suspicion or disclosure of bullying seriously, no matter what the details or provenance, and should respond immediately.

Everyone at Woodbury School has:

- the right to feel and be safe physically and emotionally
- the right to be treated fairly, politely and with respect
- the right to have a positive, happy and safe environment.

Everyone at Woodbury School has the responsibility to:

- care for and respect everyone
- to break the silence on bullying or any form of abuse

These rights and responsibilities are on display throughout the school, and staff and pupils can refer to them at any time.

## **Objectives of this Policy**

All staff should have an understanding of what bullying is.

All staff should know what Woodbury School's policy on bullying is and should follow it when bullying is reported.

All pupils and their parents/carers should know what Woodbury School policy is on bullying and what they should do if bullying arises.

All pupils and their parents/carers should be assured that Woodbury School takes bullying seriously and that they will be supported when bullying is reported.

All pupils at Woodbury School feel able to tell a member of staff when they have experienced or seen bullying, knowing that the actions taken will not only be prompt but sensitive to their concerns.

All outside agencies, such as the police, social services and health professionals are consulted and their help enlisted where and when appropriate.

## **What is Bullying?**

Bullying is when an individual or group of people repeatedly and intentionally cause harm to another person physically or emotionally.

Bullying is usually persistent and can take many forms:

- Emotional: Being unfriendly, excluding from peer groups, and tormenting i.e. hiding possessions.
- Physical: Pushing, kicking, hitting, other kinds of violence.
- Racist: Racial; taunts, graffiti, gestures, name calling.
- Sexual: Sexual harassment (unwanted physical contact), sexual abuse/demeaning comments.
- Homophobic: Because of or focussing on the issue of sexuality.
- Verbal: Name calling, sarcasm, spreading rumours, teasing, threatening, intimidating.
- Non-Verbal: Staring someone out, laughing at someone as a group.
- Cyber: All inappropriate use of the internet or other forms of communication technology i.e. phones to send threatening messages, spread rumours, name call etc.

## **What are the signs of Bullying?**

Staff and parents should be aware of when a child is possibly the victim of a bully. Signs may include:

- Frightened to walk to and from Woodbury School
- Doesn't want to use Woodbury School transport
- Begs to be driven to Woodbury School
- Changes the usual route to Woodbury School
- Is unwilling to go to Woodbury School
- Begins to truant
- Frequently complaining of being unwell both at home and at Woodbury School
- Becomes isolated and withdrawn
- Begins to do poorly in Woodbury at school work
- Has clothing and belongings that get damaged or go missing
- Has physical bruising or other evidence of assault
- Has monies that are frequently 'lost'
- Refuses to attend particular lessons
- Hangs round a particular member of staff or stays in the classroom at breaks and after the end of the day till certain people have gone home
- Becomes aggressive or unreasonable
- Stops eating
- Runs away or threatens self-harm
- Gives improbable excuses for any of the above

These signs and behaviours could have other causes, but bullying should be considered a possibility and should be investigated.

What bullying is not:

- single episodes of social rejection or dislike
- single episodes of nastiness or spite
- random acts of aggression or intimidation
- mutual arguments, disagreements or fights

These actions can cause great distress and will be taken seriously; however they are not bullying unless someone is deliberately and repeatedly doing them.

## **Dealing with Bullying: 1. Prevention and Education.**

Bullying happens in all walks of life and it is Woodbury School's responsibility to ensure that it is as safe as can be for all members of its community.

The following strategies should be in place to ensure that the correct ethos towards bullying is established and that pupils are prepared and can act confidently should bullying occur:

- Woodbury School's policy on bullying is known to parents, carers, staff and pupils. This should be reviewed and re-issued annually.
- All staff, pupils, parents and carers know what to do if bullying occurs. A simplified 'code' of actions should be issued to pupils.
- All pupils should know that bullying is totally unacceptable at Woodbury School. They should also know that if they are bullied it is not their fault. Pupils should be encouraged to tell, even if they are not personally involved. These messages should form part of the PSHE programme and should be reinforced in assemblies and on other appropriate occasions.
- All staff should be trained on how to deal with bullying or suspicions of bullying. The training should form part of new staff induction.
- The PSHE programme should include opportunities for pupils to discuss bullying and the bully and explore feelings and attitudes.
- Staff should be aware of potential difficulties between pupils and take them into consideration in seating plans and general classroom management.
- Staff on duty during social breaks should patrol regularly areas of the site where bullying might go on undetected.
- Woodbury School should provide 'quiet' areas which are supervised at breaks and lunchtimes so that nervous or vulnerable pupils can go somewhere they feel completely safe.
- Woodbury School's induction programme for pupils should be used to support vulnerable pupils and help them to settle in.

## **Dealing with Bullying: 2. What Parents Should Do.**

All parents/carers should be made aware of Woodbury's policy when their child joins and reminded of it at appropriate times. In addition, parents/carers should be reminded through Woodbury School's communications that if they think their child is being bullied they should:

- Reassure the child. It is not their fault and the matter will be dealt with sensitively. The child has done the correct thing in 'telling'.
- Contact the Pastoral Manager in the first instance or any member of the school team

### **Dealing with Bullying: 3. What Pupils Should Do.**

Pupils should be regularly reminded that Woodbury School will not tolerate bullying and that if it occurs they should:

- Tell someone immediately, at home or at Woodbury School, even if they are not personally being bullied but have seen it happening to others.
- Use 'safe' areas at the Woodbury School during break times until the matter comes to the attention of an adult.

### **Dealing with Bullying: 4 What Woodbury School Staff Should Do.**

If a pupil discloses bullying to a member of staff they should deal with the matter immediately. The child may have worried over their problem for some time and will want it to be dealt with quickly.

Staff should take all disclosures seriously, even if, as adults, they do not think the incidents described are 'real' bullying or very serious. Staff should remember that children have a very different perception of what may or may not be serious.

Staff should be aware that insensitive handling of a bullying incident might result in more not less difficulty for the victim. If staff are unsure how to proceed they should always take advice.

Different circumstances may require different approaches but usually will include the following:

- Both the victim and the bully/bullies will be interviewed and counselled by an appropriate member of staff. Discussions will be had with and or letters will be sent to the parents of both parties.
- The victim should be given a 'safe haven' if required for break times until the matter is resolved and coping strategies for the short term.
- The consequences of further aggression by the bully, if substantiated, should be made clear and the sanctions that the school will enforce should be outlined. The 'bully' should give some undertaking of how he/she can improve the situation.
- Where appropriate the two parties should be supported in meeting face to face to discuss the situation and how it may be resolved.
- Both 'victim' and 'bully' should record in writing their view of events.
- The member of staff should make a written record for the Pastoral Manager.

**If the problem persists:**

- Both sets of parents/carers should be seen at Woodbury School. A strategy to move forward will be discussed separately. At this point external support or advice may be considered.
- Contracts should be drawn up with the pupils and parents agreeing to the course of action.

**If the situation is not resolved:**

The matter would then become subject to more serious sanctions and if the problem persisted could lead to off-site provision, or even consideration of exclusion for a fixed period.

At **all** times, staff dealing with bullying incidents should ensure that:

- Parents/carers are fully involved and informed of the actions Woodbury School has taken.
- Written records are kept of meetings, decisions and actions.
- Pupils are monitored i.e. by daily report during the reconciliation period.
- The 'victim' is never disadvantaged because of the potential actions of others.

If any child needs to be withdrawn because of a potentially threatening situation it should be the aggressor.

If there is any real and immediate threat to a child's safety, senior staff are informed so that more radical, preventative action can be taken.

## Developing Anti Bullying at the Woodbury School

### The use of data

<p>We will use data on:</p> <ul style="list-style-type: none"> <li>• Attendance</li> <li>• Exclusions</li> <li>• Attainment</li> <li>• Transition</li> </ul> <p>We will record and analyse data</p>	<p>We will:</p> <ul style="list-style-type: none"> <li>• set up systems to collect data</li> </ul>	<p>We will:</p> <ul style="list-style-type: none"> <li>• Begin to use data to look for patterns and plan for interventions.</li> <li>• Identify vulnerable young people</li> </ul>	<p>We will:</p> <ul style="list-style-type: none"> <li>• Analyse data down to individual level with interventions planned involving multi agencies</li> </ul>
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### The quality of leadership and management

<p>We will improve the:</p> <ul style="list-style-type: none"> <li>• Knowledge and skills of staff</li> <li>• Resources and access to support including training</li> </ul> <p>We will measure the impact of training</p>	<p>We will:</p> <ul style="list-style-type: none"> <li>• establish staff protocol</li> <li>• Enable Staff to self-reflect</li> <li>• Create a positive climate</li> </ul>	<p>We will:</p> <ul style="list-style-type: none"> <li>• Track and monitor pupil and parent/ carer involvement</li> </ul>	<p>We want:</p> <ul style="list-style-type: none"> <li>• Social and emotionally literate school</li> <li>• Incidents reduced</li> <li>• Consistent use of systems</li> </ul>
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### • The quality of our policy and our practice

<p>We will engage in:</p> <ul style="list-style-type: none"> <li>• Policy review and evaluation</li> <li>• Use of the anti-bullying charters</li> <li>• Self-Evaluation</li> <li>• Support for all young people</li> </ul>	<p>We will:</p> <ul style="list-style-type: none"> <li>• Consult with a wide range of audiences / stakeholders</li> </ul>	<p>We will:</p> <ul style="list-style-type: none"> <li>• Agree our definition of bullying and procedures and practices</li> <li>• Involve our young people</li> </ul>	<p>We want:</p> <ul style="list-style-type: none"> <li>• Positive outcomes for all pupils</li> </ul>
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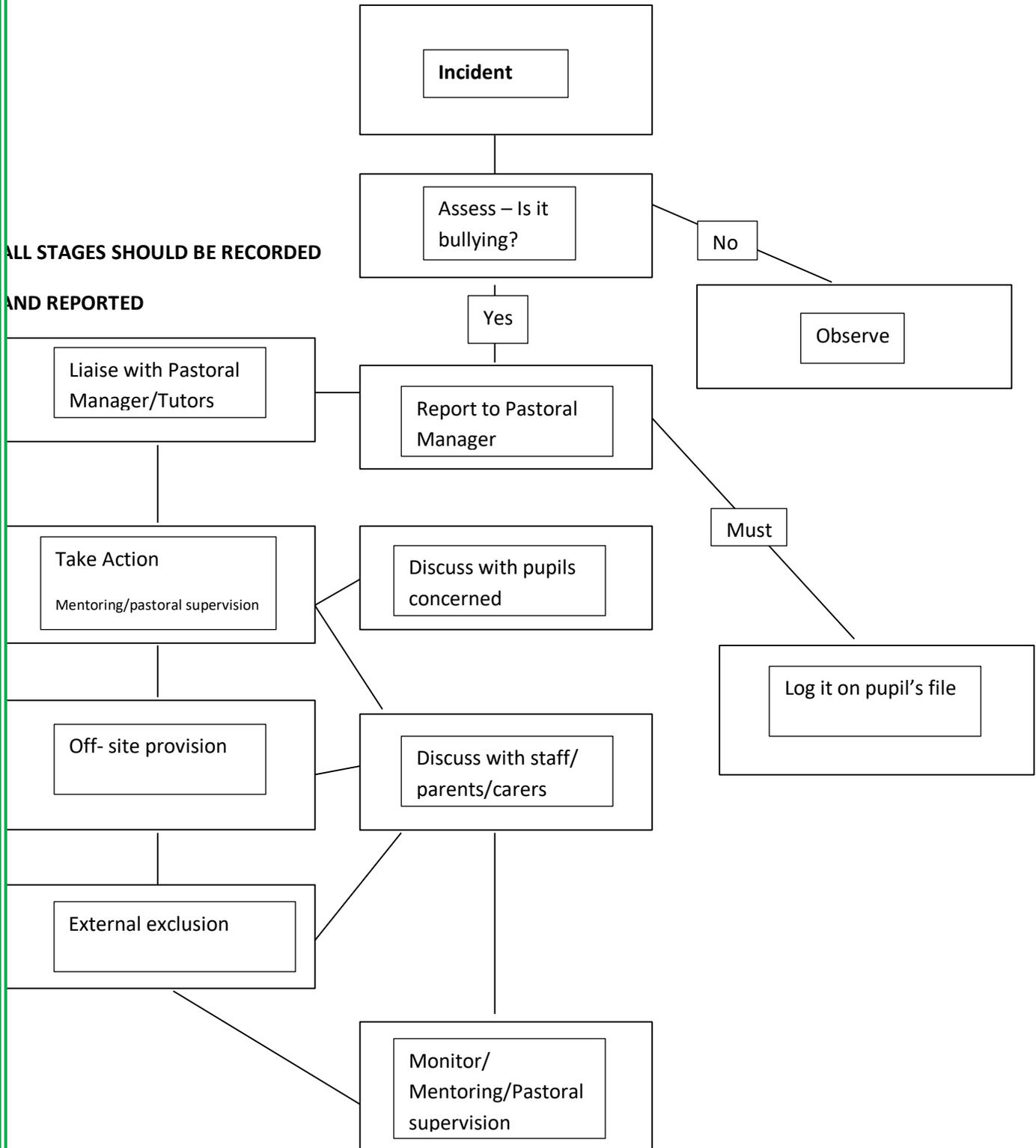
### We will communicate effectively

<p>We will have:</p> <ul style="list-style-type: none"> <li>• Pupil surveys</li> <li>• Parental surveys</li> <li>• Staff surveys</li> <li>• Responding to survey results</li> <li>• Partnership with other schools</li> <li>• Partnership with community</li> </ul>	<p>We will:</p> <ul style="list-style-type: none"> <li>• Decide what the audience is for different communications</li> <li>• Draw up an action plan</li> </ul>	<p>We will have:</p> <ul style="list-style-type: none"> <li>• Surveys carried out</li> <li>• Analysis of responses</li> <li>• Feedback to stakeholders</li> <li>• Action plan operative</li> </ul>	<p>Our policy is established when:</p> <ul style="list-style-type: none"> <li>• Action plan is live</li> <li>• Common approach agreed</li> <li>• Sharing of good practice</li> <li>• All stakeholders actively involved</li> </ul>
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**FLOWCHART: Procedures to be followed when bullying occurs**

**ALL STAGES SHOULD BE RECORDED AND REPORTED**



## **BULLYING: CHECKLIST OF PROCEDURES**

1. Take all complaints, observations about bullying seriously.
2. All parties involved should be interviewed - notes taken and retained for records (including electronic recording) Full details with witnesses should be obtained.
3. Appropriate action should be taken against the bully / bullies:
  - they should always be spoken to and Woodbury School's attitude to bullying made clear
  - a sanction such as a loss of privilege should be given if appropriate or possible
  - parents/carers should in general be informed, particularly, but not exclusively, where physical bullying is involved. It is important to have full details of incidents
  - cases of repeated bullying should be treated with the utmost seriousness
4. Speak with the bullied pupil. Tell him / her:
  - what you have done
  - to keep you informed if the bullying recurs (bullies hide behind silence)
  - what they can do to avoid further incidents - some common sense hints
5. As general rule, contact the parents/carers of bullied pupils to let them know:
  - what has happened
  - that bullying is taken seriously and that you are dealing with it
  - that you would like them to contact you if they have any concerns now or in the future
6. Involve the Tutors/TA's at all times. In particular, they have a key role in checking periodically with the bullied pupil that everything is alright (they meet every day)

### **In conclusion**

Investigating bullying incidents can be time-consuming, however, for our policy to be effective, the above procedures must be followed.

## **WOODBURY SCHOOL'S ANTI-BULLYING COMMITMENT: WE WILL NOT TOLERATE BULLYING**

We feel very strongly that all pupils have the right to feel happy and secure when they are at Woodbury School and that they should not be bullied or feel intimidated by others. We aim to provide a caring environment in which we treat each other with mutual respect and consideration. Bullying cannot, and will not, be tolerated.

The implementation of our policy will in due course result in very low levels of bullying, and ultimately, we would want bullying eradicated. We regard bullying as any verbal, physical or psychological intimidation which results in hurting or causing distress to another person. Examples are: verbal abuse; physical violence; intimidation; sexual harassment. Sometimes problems arise because of misunderstandings between friends or false messages being passed on by a third party but even these incidents need addressing and we will always do this.

We will always treat any reported instances of bullying very seriously and can often resolve the problem immediately, as it is brought to our attention. Pupils who feel they are being bullied or witness others being bullied should never accept this situation.

### **It is your responsibility to break the silence on bullying.**

The consequences of bullying can be very serious.

Possible indications of bullying which staff and parents/carers can watch for include a reluctance to attend the Woodbury School, headaches, stomach aches, loss of interest in work, sleeplessness, fear of walking or travelling with others, bruises, scrapes, a change of personality, loss of books or belongings, not wanting to talk about Woodbury School.

We would ask parents/carers to help in the following ways:

Talk to your child sensitively and calmly about bullying and emphasise that it does not have to happen and that the problem can be solved if the pupils, parents and carers and Woodbury School work together. Bullies depend on pupils being too frightened to talk or feeling they are inadequate. Give them the confidence to bring any concerns about bullying to our attention. Do not make them feel guilty if they say they are being bullied. Believe what they are saying and carefully determine the facts. Assure them of your support and that of the staff here at Woodbury School.

Contact Woodbury School or make sure that your child contacts the Pastoral Manager or any other member of staff. We need accurate details of who is involved and what has happened. We accept such information in confidence and will deal with the matter in a way which will protect the pupils being bullied and prevent any repercussions.

Do remember that your child's account is only one side of the story and that we will need to investigate an incident fully before we can decide on the best course of action. Human situations can be quite complex. Sometimes the bully needs help, too, as well as correction.

Above all please get in touch with us if you are at all concerned your child may be being bullied.

## **MORE INFORMATION**

This Anti-Bullying policy has reference to the new guidance for schools to follow, Preventing and Tackling Bullying (October 2014), Online abuse and bullying prevention guide (March 2015) as well as the Equality Act 2010 (May 2014). This policy covers all aspects of bullying, including cyber bullying and extremism which are both becoming more prevalent. We, at Woodbury School, aim to keep all young people safe from bullying in all forms. This policy should be read in conjunction with the Behaviour and Safeguarding policies.

## **FURTHER SUPPORT:**

### **Department for Education resources/publications**

- Behaviour and Discipline in Schools Guidance
- Preventing and Tackling Bullying
- Preventing extremism in the education and children's services sectors
- Make Them Go Away: (A video resource about bullying involving young people with disabilities)
- Let's Fight it Together: (A video resource about Cyber-Bullying)

### **Legislative Links**

The Equality Act 2010

Children Act 1989

### **Specialist Organisations**

- ChildNet International: Specialist resources for young people to raise awareness of online safety and how to protect themselves
- think U Know: Resources provided by Child Exploitation and Online Protection (CEOP) for children and young people, parents, carers and teachers
- Digizen: Provides online safety information for educators, parents, carers and young people.
- The Anti-Bullying Alliance (ABA): Founded in 2002 by NSPCC and National Children's Bureau, the Anti-Bullying Alliance (ABA) brings together over 100 organisations into one network to develop and share good practice across the whole range of bullying issues
- BeatBullying: A bullying prevention charity with an emphasis on working directly with children and young people. In addition to lesson plans and resources for parents, BeatBullying have developed a peer support programme for young people affected by bullying
- Kidscape: Charity established to prevent bullying and promote child protection providing advice for young people, professionals and parents about different types of bullying and how to tackle it. They also offer

specialist training and support for school staff, and assertiveness training for young people

- The Diana Award: Anti-Bullying Ambassadors programme to empower young people to take responsibility for changing the attitudes and behaviour of their peers towards bullying. It will achieve this by identifying, training and supporting school anti-bullying ambassadors
- The BIG Award: The Bullying Intervention Group (BIG) offer a national scheme and award for schools to tackle bullying effectively
- Restorative Justice Council: Includes best practice guidance for practitioners 2011