

# SIR GRAHAM BALFOUR SCHOOL SPECIALISING IN MATHS AND COMPUTING



## ANTI-BULLYING POLICY

*learning  
working  
together  
succeeding*

## **CHANGE CONTROL**

<b>Date</b>	<b>Issue</b>	<b>Details of change</b>
<i>17/05/04</i>	<i>1</i>	<i>Initial Document</i>
<i>06/11/07</i>	<i>1a</i>	<i>Student and Community Governors Committee Review</i>
<i>16/01/08</i>	<i>1b</i>	<i>Print update</i>
<i>11/03/08</i>	<i>2.0</i>	<i>Issue etc updated following Governor approval.</i>

## **AUTHORISATION**

Approved at full Governors Meeting 10<sup>th</sup> March 2008.

Signed:

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Chair of Governors

Date:

# **SIR GRAHAM BALFOUR POLICIES AND PROCEDURES**

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## **INTRODUCTION**

The governing body values the good relationships fostered by the school, and expects that every allegation of bullying will be taken seriously. Some experts say that a child should be treated as being bullied simply because he/she says that they are. Therefore all incidents will be investigated. The governors consider that this is the attitude that this school should adopt.

All staff, students 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 students can work in an environment without fear.

## **AIMS**

- To demonstrate that the school takes bullying seriously and it will not be tolerated
- To take measures to prevent all forms of bullying in the school, on the journey to and from school and on off site activities
- To support everyone in their actions to identify and protect those who might be bullied
- To demonstrate to all that the safety and happiness of students is enhanced by dealing positively with bullies and bullying
- To encourage students to tell someone that they are being bullied.

## **KEY ELEMENTS**

### **Definition of Bullying**

Bullying is deliberately hurtful behaviour, whether physical, verbal, emotional, oral, photographed or written, repeated over a period of time. It is difficult for those being bullied to defend themselves.

### **Responsibilities**

- The Governing Body

A member of the Governors' Student and Community Committee will liaise with the Deputy Headteacher (Student Support) over anti-bullying strategies and individual cases where appropriate. The Committee will discuss, review and endorse agreed strategies and will discuss the effectiveness of this policy.

- The Headteacher

The Headteacher has a legal duty under the School Standards and Framework Act 1998 to draw up procedures to prevent bullying among students.

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The Headteacher will:

- Ensure that all staff have an opportunity of discussing strategies and reviewing them
- Determine the strategies and procedures in conjunction with the Deputy Head (Student Support)
- Discuss development of the strategies with the Leadership Group
- Ensure that the procedures are brought to the attention of all staff, parents and students

Deputy Head (Student Support) will:

- Be responsible for the day-to-day management of the policy and systems
- Keep the Headteacher and key student support staff informed of incidents
- Arrange relevant staff training
- Determine how best to involve parents in the solution of individual problems
- Advise on methods for encouraging students to tell someone that they are being bullied
- Report regularly to the Governors' Student and Community Committee
- Liaise with the local authority and other appropriate agencies.

## **Involvement of Parents**

Parents, as well as all staff and students, should know that the school will not tolerate bullying. Parents of students who are being bullied and parents of bullies will be involved in the solution to the problem as appropriate by the relevant House Head in consultation with the Deputy Head (Student Support).

## **Involvement of Students**

Students will be encouraged to tell someone they are being bullied, with strategies of how to do this covertly, if they are unable to do it overtly.

## **Strategies for Dealing with Bullying (students)**

- Tell a friend who will pass it on (or a parent, or an older student in the House Group or a Peer Mentor)
- Tell the House Tutor the Student Support Manager or House Head or anyone on the Leadership Group
- See a Connexions officer or the School Nurse
- E-mail a Peer Mentor
- Drop a note in an envelope onto Reception with the name of the teacher whose help is requested – it will get passed to them by Reception but no-one will know who sent it, except the teacher
- Keep a diary recording dates, times, words and / or actions later it may well be useful as evidence.

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## **Strategies for Dealing with Bullying (Staff)**

- Peer Mentor/House Group student listens to bullied person's problem
- If problem persists, bullied student is referred to Student Support Manager
- If problem persists, student is referred to House Head who will offer one or more of these as appropriate: diary to record bullying incidents and bullying free days; a buddy – student or teaching assistant; a more protected area for non-lesson times; permission to arrive a little late or leave a little early until problem is solved; regular meetings, some involving parents, to review the situation; enrolment on the 6 week Self Esteem programme; a meeting with the bully, if agreed to; an appointment with Samaritans or Connexions.
- If problem persists, student is referred to Deputy Head (Student Support) who will make use of the 'ladder' of sanctions below.

## **Sanctions used with Bullies**

- Verbal reprimand
- Letter to victim
- Meeting with victim
- Removal from school email account (if appropriate)
- Lunch detention(s)
- After school detention(s)
- Referral to Connexions
- Allocation of a mentor
- Day in the Withdrawal Room
- Fixed term exclusions
- Permanent exclusion.

## **Criteria for Success**

- Students' willingness to use appropriate school channels for telling
- Students' recorded satisfaction at the closure of a bullying episode
- Parents' recorded satisfaction with school's handling of the bullying.

## **Reporting and Recording**

All incidents must be recorded and reported on SIMS.

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## **MONITORING AND EVALUATION**

- The Deputy Head (Student Support) will keep and consider reports on serious incidents, and make a report regularly to the Head and the Student and Community Governors Committee in order to determine what can be learned from the incidents and how they were handled with a view to improving the school's strategies.
- Students and parents will be consulted on the effectiveness of this policy via student questionnaires and parents' evenings questionnaires.
- This policy will be monitored and evaluated by the Student and Community sub-committee biennially, or more frequently, if legislation or experience suggest it appropriate.