

BISHOP'S HATFIELD GIRLS' SCHOOL

ANTI-BULLYING POLICY

Date of last review: Summer Term 2018

Date of next review: Summer Term 2021

School Based Policy

ANTI-BULLYING POLICY

Bishop's Hatfield Girls' School recognises and affirms the right of every person within the school to work in a secure and supportive environment and is committed to the development of strategies for preventing and responding to bullying.

We aim to:

- reduce and eradicate, wherever possible, instances in which individuals are subjected to bullying in any form
- provide support should an incident of bullying occur
- ensure that all pupils and staff are aware of the policy and fulfil their obligations to it.

Bullying is defined as behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. It can take many forms but the main types are **physical** (examples can be: hitting; kicking), **verbal** (examples can be: name-calling; racist remarks), **indirect** (examples can be: spreading rumours; excluding someone from social groups) or **cyberbullying** (via text messages or the Internet in terms of inappropriate use of social media) – DfE Circular ref. 00062-2011

All members of the school have a responsibility to help create an environment in which everyone (children and adults) is encouraged to:

- treat everyone with kindness and respect
- act with thought and consideration to others
- behave courteously, being polite and helpful at all times
- be friendly and co-operative
- be honest and truthful
- treat people with respect.

Single or unintentional incidences of any of these acts are not necessarily bullying. However they will be viewed as unacceptable and may result in appropriate and proportional sanctions.

Staff have a responsibility to prevent any member of the school community (adults and children) from:

- making unkind or offensive remarks (including comments about people's appearance, accent or ability or disability)
- behaving in a racist, sexist or homophobic manner, including references to gender identity
- using foul or unacceptable language that may or will cause offence to others
- being rude or verbally aggressive
- using physical aggression
- damaging property.

All members of the school community need to understand what constitutes bullying and be alert to signs that bullying is taking place. This policy needs to be read alongside the school's policy for Behaviour for Learning and the RAPAS handbook (Rewards, Praise and Sanctions) that includes clear protocols / sanctions for dealing with bullying in the Actions and Consequences section. This also includes reference to cyberbullying incidents. Any cyberbullying / inappropriate use of social media incident is logged by the Deputy Headteacher responsible for Inclusion and online safety.

We believe that pupils should:

- be involved in the development and reviewing of behaviour and anti-bullying policies and practice - this will be key directive aimed at the School Council during the 2018-19 academic year
- learn about what constitutes bullying and what to do about it
- have opportunities to develop the skills to resist bullying and to deal with bullying
- take part in peer mentoring / support programmes
- be aware that knowing about bullying by or to others and doing nothing is unacceptable.

We believe that parents, carers and families have an important role to play in helping to deal with bullying by:

- discouraging their children from using bullying behaviour at school, at home or elsewhere
- taking an active interest in their children's school life, discussing their friendships, how breaks/lunchtimes are spent and the journey to and from school
- watching out for signs that their children are being bullied or are bullying others and contacting the school if necessary. Parents / carers should contact either the Form Tutor or Head of Year in the first instance
- notifying the school of situations out of school that may come into school and create frictions or unpleasantness amongst the pupils.

The Governing Body of the school has an important role to play. Governors will:

- review the school's policy regularly
- consult all interested parties in revising the policy when necessary
- ask for information to enable them to monitor the implementation and evaluate the effectiveness of the policy.

Where there are concerns that a child may be suffering significant harm as a result of bullying at the school the Designated Lead for Safeguarding should be contacted.

The school through its Form Tutors, Heads of Year and Senior Leadership Team will aim to ensure that:

- victims and witnesses of bullying know that it is "OK to tell" and that they will receive practical help if they do so

- anyone who bullies is aware that they are bullying
- bullying behaviour is unacceptable and will not be tolerated
- bullies understand that repeated acts may cause serious school sanctions if staff warnings and advice / guidance is not regarded or acted upon
- bullies who need help and support will receive it
- victims of bullying will receive support over a period of time if necessary
- all investigations into alleged bullying are recorded
- anti-bullying is a whole school responsibility and is addressed as such
- staff act as positive role models for the pupils
- the Governing Body is fully aware of its anti-bullying policy and practice.

IT IS VITAL THAT PUPILS AND/OR PARENTS/CARERS TELL US THEIR CONCERNS. WITHOUT THIS INFORMATION WE CANNOT TAKE APPROPRIATE STEPS TO MANAGE SITUATIONS.

DEALING WITH BULLYING

Every instance of alleged bullying will be judged individually and is likely to have its own set of unique circumstances for those involved. The Headteacher also has the power to regulate pupils' conduct when they are not on the school premises and are not under the lawful control or charge of a member of the school staff. This can relate to any bullying incidents occurring anywhere off the school premises, such as on school or public transport, outside the local shops, or in a town or village centre (Section 89(5) of the Education and Inspections Act 2006), i.e. when representing the school / in school uniform.

Certain common procedures will be used when dealing with cases of alleged bullying. These are:

- The teacher who interviews the pupil(s) concerned will record instances of alleged bullying
- When an allegation of bullying has been made, a teacher will need to interview those being accused and often other possible witnesses. They may be asked to write their accounts of any incidents
- The outcomes of these interviews will be recorded
- If the pupil making the allegation, and/or her parents/carers say that they do not wish any other girls to be interviewed, then the investigation cannot proceed and no further action can be taken. This will also be recorded
- If bullying is proven, the parents/carers of the girl(s) responsible will also be involved. They will be notified of any sanctions to be imposed and also of the standard of behaviour expected of their daughter(s) in the future. Fixed term exclusions may well be imposed and in extreme circumstances permanent exclusion considered
- Other actions may be taken to limit the contact between the girls involved e.g. moving form and/or teaching groups, separate seating or behaviour contracts being agreed between the pupils.