



Title	Anti-Bullying Guidelines
Purpose	All governors, teaching and non-teaching staff, pupils and parents should have an understanding of what bullying is. All governors and teaching and non-teaching staff should know what the school policy is on bullying, and follow it when bullying is reported. All pupils and their families should know what the school policy is on bullying, and what they should do if bullying arises.
Relevant to	Whole School
Responsible Officer	Asst. Head PDW
Introduced	1/ 2006
Modification History	1/2006, 10/2010, 10/2012
Related Policies	A7 Child Protection Policy, A8a Complaints Procedure (School) A8b (Parents) A9 Curriculum Policy, A10 Equal Opportunities Policy (including Race Equality) ,A11 Exclusion of Pupils Policy, A14 Home School Agreement, A15 Health and Safety Policy, A22 Special Needs Policy, A23 Staff Discipline, Conduct and Grievance Policy. B9 Internet Access Policy, B4 Behaviour Policy, B12 Spiritual, Moral and Cultural Policy.
Date due for review	10/2015
Relevant Governors' subcommittee for review	Curriculum
Agreed at full meeting of Governors on	---/---/---
Signed by Chair of Governors	
Filed as	Oak Lodge Policies ; A5 Anti-bullying Guidelines Vs4_1012

Guidelines for dealing with bullying and racial harassment

Incidents:

We are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our school. If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively. We are a TELLING school. This means that any pupil who knows that bullying is happening is expected to tell the staff.

Although we do not have a major problem with bullying or racial harassment at Oak Lodge, we are publishing these guidelines to staff, families and pupils to ensure that everyone is vigilant and that immediate action is taken and support offered should bullying or incidents of racial harassment occur, taking into account any evidence and all views.

What Is Bullying?

Bullying is deliberately hurtful behaviour that is repeated over a period of time and results in pain and distress to the victim. It can include incidents away from the school premises which are school related, but it excludes injury through accident. It is recognised that some bullying might be through individual incidents of a relatively minor nature but which assume greater significance when viewed in context, perhaps through frequency or reason.

What forms does bullying take?

- Name calling – using bad language
- Physical
- Destroying other people's property
- Racist remarks
- Spreading rumours
- Discrimination
- Personal remarks
- Saying unkind things about your family
- Hurting feelings
- Cyber bullying
- Teasing about being gay

To clarify; we understand that bullying can be:

- Being unfriendly, excluding, tormenting (e.g. hiding possessions, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- Racist racial taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments
- Homophobic because of, or focusing on the issue of sexuality
- Verbal name-calling, sarcasm, spreading rumours, teasing
- Cyber All areas of internet ,such as email & internet chat room misuse
- Mobile threats by text messaging & calls
- Misuse of associated technology , i.e. camera & video facilities.

Signs and Symptoms

We think that children may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- Doesn't want to come to school
- Shows different behaviour
- feels ill in the morning
- Has unexplained cuts or bruises
- Is bullying other children or siblings
- Stops eating
- Is frightened to say what's wrong

Why is it Important to Respond to Bullying?

- Bullying hurts.
- Bullying ruins lives
- No one deserves to be a victim of bullying.
- Everybody has the right to be treated with respect.
- So that people will know what to do and bullying can be dealt with
- The school will be a better place
- To make our school a safer place
- To stop people being bullied and help the bullies become better people
- So that everyone is confident about school

What do we do at school to prevent bullying?

At all times, staff promote co-operative behaviour and anti-bullying values. All staff should be aware of pupils being pressured or teased by their peers. It is important that staff pick up on these kinds of incidents and do not leave them unchallenged.

As well as challenging the bullying behaviour themselves, staff can support pupils in responding to the incident.

- All staff respond to inappropriate behaviour.
- Class Rules / Rights and Responsibilities
- Well Done Assembly/ceremonies to make pupils feel confident
- Certificates, and stickers
- PSHE lessons/form time activities
- Verbal Warnings / Duty Classroom and Detentions
- Behaviour Reflections
- Work and activities during Anti-Bullying Week, Displays
- Teach pupils strategies to encourage positive behaviour in others.

Pupils who are bullied

Pupils need to be taught to refuse to comply with bullying pupils' demands encouraging one pupil to say to another "I don't like you doing that. I want you to stop" gives the bullied pupil an opportunity to respond assertively to the situation with the backing of the teacher.

Strategies to encourage positive behaviour:

The majority of pupils in the school may not be involved in bullying behaviour themselves, but they are likely to know that it is happening. They may even witness it taking place. These bystanders may do nothing because they are afraid, uncomfortable or because they do not know what they should do. It is not the intention to encourage pupils to take on the role of vigilantes who 'stop bullying', but it is possible to motivate peer pressure so that pupils take an active stand against bullying behaviour.

Pupils can be encouraged to be active bystanders by:

- Not allowing someone to be deliberately left out of a group.
- Not smiling or laughing when someone is being bullied.
- Telling a member of staff what is happening.
- Encouraging the bullied pupil to join in with their activities or groups.
- Telling the bullying pupil to stop what they are doing.
- Showing the bullying pupil that they disapprove of his or her actions.

Pupils can be shown how being passive about bullying behaviour cannot only collude with it but also sometimes encourage it. Roleplay helps pupils to rehearse more challenging strategies.

What happens at our school if bullying is discovered?

We want to see appropriate action taken, so that everyone can understand that bullying is serious but want support for them too, so Bullies can understand their feelings and change their behaviour.

The bullying behaviour or threats of bullying must be investigated by staff. Listen sympathetically - do not belittle the event - if a pupil thinks it is important, it is important.

Procedure:

- 1.** Bullied pupils should be encouraged to recount the incident and a member of staff will record the details.
- 2.** Sanctions will be used where bullying behaviour is clearly proven - a reprimand may be sufficient to deter a pupil from mild teasing and the issue discussed with Form Teachers. The person doing the bullying may be asked to genuinely apologise, when they understand how they have hurt the person being bullied.
- 3.** Each pupil's files must be amended for repeated incidents.
- 4.** For more threatening behaviour, pupil's files should be amended and an incident/concern form with the complainant.
- 5.** Where the bullying is of a more serious nature, families both of the bully and the bullied, will be involved and exclusion will be considered.
- 6.** When necessary, governors will be informed by Teacher Governor.
- 7.** In serious cases of bullying, suspension or even exclusion will be considered by the Head Teacher with the governors.
- 8.** If necessary, police will be consulted by the Head Teacher.

Provide anonymity for the victim whenever possible

If the perpetrator happens to be a member of staff, this will be dealt with within the context of the school's disciplinary procedures.

In addition however it may be necessary to support the complainant by:

* Providing immediate help and support from a member of staff to help minimise shock and long term effects. The LEA maintains a list of outside agencies and community groups who might be able to offer advice and support to the complainant and her/his family.

Resources to support Children and Young People

www.bulliesout.com www.stopbullyingnow.hrsa.gov
www.bullyfreezone.co.uk www.stonewall.org.uk www.bullybusters.org.uk
www.worriedneed2talk.org.uk www.bullying.co.uk www.cliconline.co.uk
www.kidscape.org.uk www.nyas.net

Parents and Professionals www.anti-bullyingalliance.org.uk
www.kidscape.org.uk www.beatbullying.org www.parentscentre.gov.uk
www.bullying.co.uk www.redballoonlearner.co.uk www.eachaction.org.uk
www.wisekids.org.uk www.childnet-int.org www.headzone.com
www.stonewall.org.uk www.mencap.org.uk

Helplines: Childline **0800 1111** NSPCC Helpline **0808 800 5000**
Parentline Plus **0808 800 2222** Kidscape **0845 120 5204**

Racial Incidents

Much of the above guidance also applies to incidents of racial abuse or harassment. However we now have a legal duty to prevent racial incidents occurring and to promote good relations among different racial groups.

The Stephen Lawrence Inquiry report defines a racist incident as;
"Any incident which is perceived to be racist by the victim or any other person".

Many of our pupils who may be victims of racial harassment may not be able to identify or articulate their experience to adults and it is therefore of paramount importance that any incidents are dealt with and not ignored.

Recording and Reporting

As recommended in the Stephen Lawrence Inquiry Report and the Ofsted Educational Inclusion Framework we are expected to keep records of all incidents of a racist nature.

In order to distinguish between incidents that are considered to be of a bullying nature and those which are wholly, staff should;

- Amend pupil behaviour Files
- Complete the Racist Incident Report form - copies of which can be found in the staff room.
- Pass to the Head teacher.

Each term the school will return the aggregate information of its racial harassment statistics to the LEA. This will help to inform discussions in the Multi Racial harassment Group comprised of representatives from Council Services, the Metropolitan Police, Victim Support, Housing Associations, Local Community and Voluntary Organisations and a Head teacher Representative. The main purpose of collecting such statistics is to have a clear indication of the nature and trend of racial harassment incidents in the Council in order to be able to develop effective strategies in tackling racist incidents.



Racial Incident Report Form

Date **Time** **Place**

Name(s) of perpetrators

Name of complainant(s)

Type of Racial Harassment **(please tick)**

Jostling, use of weapons, the threat of / actual physical assault	
Derogatory name- calling, racist abuse, insults, jokes and innuendo	
Racist graffiti	
Wearing racist badges or insignia	
Bringing racist materials such as leaflets, comics or magazines into the premises	
Verbal threats	
Incitement of others to behave in a racist manner	
Racist comments in the course of discussion	
Attempts to recruit for racist organisations and groups	
Ridiculing people because of cultural or religious differences	
Refusal to cooperate with other people because of their colour, race, religion or language	
Disrespect for other people's colour, race, religion and language	
Written derogatory / racist remarks	
Abuse of personal property	

Brief Description of incident:

Action Taken

Signed