

LITTLE HEATH SCHOOL

ANTI-BULLYING POLICY

Purpose and background

This policy is based on the premise that every member of the Little Heath School Community, adult and child, has the right to feel safe and secure.

At Little Heath School we are committed to providing a caring, friendly and safe environment for all our pupils so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our school and should not be tolerated in any form.

If bullying does occur, all pupils should be able to tell someone and know that incidents will be dealt with promptly and effectively. **We are a TELLING school** (anyone who knows that bullying is happening is expected to tell a member of staff) **and also a LISTENING school** (anyone who reports bullying will be listened to seriously).

This policy and the school's advice are readily available to students and all members of our school community on the school's website.

Policy objectives:

- To fulfil the school's statutory responsibility with regard to the rights of children and to safeguard and promote their welfare;
- To promote the school's safe and caring ethos and to create an environment in which bullying is seen as inappropriate and unacceptable;
- To ensure that as a school, we take bullying seriously. Bullying will not be tolerated and parents and pupils should be assured that they will be supported when bullying is reported;
- To ensure that all staff, governors, pupils and parents have an understanding of types of bullying;
- To ensure that all staff, governors, parents and pupils know what the school policy is and what to do if bullying arises;
- To demonstrate to bullies that their behaviour is unacceptable at our school and to reassure victims that action will be taken to keep them safe and secure.

Management of policy

School:	This policy is implemented and managed by the Headteacher, in consultation with Deputy Head with lead responsibility for anti bullying, the Student Voice Co-ordinator, and the School Council
Governing Body:	The Governors' School Community Committee reviews this policy on an annual basis and recommends amendments to the Governing Body for final decision.
Approval:	Agreed by the Student Welfare Committee on 13 th November 2013 and approved by the Full Governing Body on 16 th December 2013. Reviewed 2014, 2015, 2016, 2017.
Next review due:	Autumn Term 2018

Associated policies and documents

Safeguarding policy
Equality policy 2016
Behaviour policy
Confidential Reporting policy
Rights & Responsibilities document

Practice and procedures

This policy recognises that all members of the school community have a role to play in effectively managing anti-bullying within Little Heath. It is essential that this policy is brought to the attention of all existing staff, and that they are informed of any significant revisions to it. This policy must also form part of the induction process for all new staff and be available to all parents of the school.

For guidance on the school's practice and procedures, please refer to Appendices

Associated documents

This policy, and related strategies and guidance, are drawn up in accordance with legislation and Government guidance. Relevant legislation and documentation includes:

- Malicious Communications Act 1988
- Protection from Harassment Act 1997
- Human Rights Act 1998;
- Communications Act 2003
- The 2004 Children Act which requires Children's Services Authorities to improve the well-being of children in their area through partnership with others, and to safeguard and promote the welfare of children;
- The 2006 Education and Inspections Act which places duties on school governing bodies and head teachers to promote good behaviour and the wellbeing of pupils, and institute measures to prevent all forms of bullying among pupils;
- The Children's Plan: Building brighter futures (2007).
- 'Safe to Learn: Embedding anti-bullying work in schools' (DCSF, 2007).
- Equality Act 2010
- Education Act 2011
- Preventing and tackling bullying, DFE, last updated July 2017
- Supporting Children and Young People who are bullied, DFE factsheet, 2014 (merged July 2017 with "Preventing and tackling bullying", DfE)
- Cyberbullying: advice for Headteachers and school staff, DFE factsheet, Nov 2014
- PREVENT guidance for schools , DFE , June 2015
- Behaviour and Discipline in schools, DFE, January 2016
- Keeping Children Safe in Education, DFE, updated Sept 2016

The Government's guidance "Preventing and tackling bullying" issued by the Department for Education and which was last updated in July 2017 replaces "Safe to Learn" and outlines in one place the powers schools have to tackle bullying. We acknowledge the advice to schools contained therein. Legislation relating to Safeguarding Children and Safer Recruitment is also relevant to this policy.

Appendices

Appendix 1: What is bullying? – Definition written by students
Appendix 2: Implementation
Appendix 3: Thresholds
Appendix 4: Prevention of bullying
Appendix 5: E-Safety
Appendix 6: Cyberbullying
Appendix 7: Protocol for recording of evidence involving mobile phones/emails/social media
Appendix 8: PREVENT
Appendix 9: Evaluation

Appendix 1

WHAT IS BULLYING?

Little Heath School definition as devised and written by students at the Student Voice Conference - July 2013

Bullying is the use of hurtful behaviour to harass, harm, humiliate or intimidate another person. This behaviour causes pain or distress to the victim and affects their self esteem. Bullying can take many forms including:

- **use of mobile phones, websites and other technology to harass, humiliate or hurt someone;**
- **verbal threats including name calling and spreading rumours;**
- **physical aggression;**
- **emotional, such as excluding someone from a group of friends;**
- **taking someone else's possessions or messing around with them;**
- **harassment because of disability, sexuality, gender, race or religion;**
- **standing by when someone else is suffering.**

**Everyone at Little Heath
has a responsibility to help those who are upset or hurt.**

Appendix 2

IMPLEMENTATION

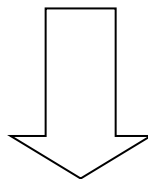
Scope

This policy relates to incidents that occur on the school premises, on the way to and from school or on school trips. **However, the school has an enduring interest in the welfare and conduct of its pupils and the Headteacher is empowered by law, to such extent as is reasonable, to regulate the behaviour of pupils when they are off school site...** *“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”*

Anti Bullying procedures for Staff – September 2017

YOU ARE CONTACTED BY A PARENT OR HAVE A CONVERSATION WITH A STUDENT ABOUT A POTENTIAL BULLYING ISSUE

- **reassure the student /parent that they have done the right thing in talking to you.**
- **tell them that you are going to pass on this information and that someone will be in touch with them shortly to help them resolve the issue**



AT THE NEXT AVAILABLE OPPORTUNITY THAT DAY :

1. Contact Gerry Dowling, Jon Linz, Head of Year or Achievement Leader

Alternatively, go to Student Voice Office and speak to Student Voice Assistant, who will record details of the concern

2. On the same day, write up (on email) the conversation you have had with the student or parent, and forward this write up to Gerry/Jon/Head of Year/Achievement Leader, using quotes from the conversation where possible, and details of any contact with parents.

What happens next ?

RECORDING

1. Incident logged by Student Voice Assistant (SVA)
2. Contact victim – establish what/when/where etc ; reassurance that email/statement has been received
3. Deputy Headteacher (anti bullying lead), Student Voice Co-ordinator, Head of Year informed – “bullying issue” flagged

Deputy Headteacher (anti bullying lead) /Student Voice Co-ordinator/Head of Year/Pastoral team will then do the following:

INVESTIGATION

1. reading of statement/interview with student writing statement
2. Check with Head of Year/Achievement Leader – background information before interviewing alleged bully (bullies)
3. Conduct interviews as required
4. Take further statements if required
5. Feedback to SVA who completes “incident log”

ACTION

1. Consideration of evidence & history
2. Consideration of Restorative Approach to help resolution (if appropriate)
3. Decisions about possible sanctions & about support for victim – in conjunction with HoY & other stakeholders
4. Contact parents
5. Support given to victim – include details of follow up check in
6. SVA updates incident log
7. Restoration & education/mentoring (use of Restorative approach)

MONITORING

1. Monitoring and follow up with victim - “interview”
2. Update to Anti Bullying log
3. Further feedback to parents

Bullying of staff

All adult members of our school community also need support in instances of bullying and cyber bullying. Instances of harassment or bullying of staff will be dealt with by the Headteacher.

Staff concerns should be reported using the procedures outlined in the Confidential Reporting policy.

Appendix 3 ANTI BULLYING LOG THRESHOLDS

Incidents/students can, of course, be escalated up through the different levels.

LEVEL	DESCRIPTION OF INCIDENT
LEVEL ONE	<ul style="list-style-type: none">▪ Falling out▪ Rumour▪ Name calling▪ Someone feeling excluded from a friendship group▪ Other friendship issues
LEVEL TWO	<ul style="list-style-type: none">▪ Concern re bullying from a parent/ Issue arising from parental meeting▪ Issue on way to or from school▪ Taking of someone else's possessions – single/first time occurrence▪ Issue involving social media/text/other communications/ technology – isolated incident/first time incident
LEVEL THREE	<ul style="list-style-type: none">▪ Bullying issue involving social media/text/other communications/ technology – repeated/major issue▪ Taking of someone else's possessions – repeated/major issue
LEVEL FOUR	<ul style="list-style-type: none">▪ Persistent/ongoing concern about an individual victim▪ Ongoing concern about a “repeat offender”▪ Harassment involving one of the nine “protected characteristics” (race, religion, sex, sexuality, gender, gender reassignment, disability, age, marriage, pregnancy)▪ Physical incident involving a bullying concern

Appendix 4

PREVENTION OF BULLYING

- Student Rights and Responsibilities document will reinforce the appropriate ways for all pupils to behave and act as responsible members of Little Heath School;
- Pupils will work alongside staff through the School Council to discourage bullying;
- Pupils are encouraged to make their voice heard and participate as active members of the school community;
- Younger pupils are made aware of the SMILE (Peer Mentoring) team, and how the SMILE team can help;
- The school's Rights & Responsibilities document will be published throughout the school. Students will also be made aware of the SMILE email address;
- There will be supervised places in the school for pupils to go at break and lunch times if they are feeling unsafe;
- School recognises that there are particular times when children may be more vulnerable to bullying – lunch and break times and the end of the school day. Arrangements will be made to ensure that at such times there is adequate supervision available to reduce the risk of bullying incidents;
- Pupils will be made aware of what to do, where to go and who to go to if they are feeling unsafe. Such information will be publicised around the school site;
- Pupils will be encouraged to tell an adult if bullying is occurring. They will be told who to talk to if they are being bullied or if they know of someone who is being bullied;
- Pupils who wish to pass on information anonymously about bullying should use the SMILE email address;
- The anti bullying message will be reinforced throughout the year and will be addressed in Assemblies, tutor time as well as through Project 7, Project 8, RE and the tutorial curriculum. Pupils are made aware of the types of bullying which exist;
- Anti bullying information will be put on the school website;
- Restorative approach will be used where appropriate
- Working with outside agencies including; West Berkshire LA, Stonewall, CEOP, Kidscape and CSIE.

All of these preventative strategies operate within a school ethos founded on equality, fairness and respect for others in which individual differences are celebrated and seen as a source of enrichment. In order to help children learn and develop appropriate responses to others, all staff at all times will treat each other (and children, parents and carers) with courtesy and respect and will model appropriate and acceptable behaviour.

Parental involvement

Little Heath School is firmly committed to working in partnership with parents and believes that the best outcomes emerge when professionals and parents/carers are able to work together when bullying occurs.

Little Heath School recognises the important influence which parents/carers have on their children and would wish, using the home/school agreement, to enlist their support when their child is involved in bullying – either as victim or a perpetrator.

If a child is involved in an incident of bullying, (either as a victim or a perpetrator) school will inform parents and invite them to become involved in the management of the problem and the prevention of further incidents.

Appendix 5

E-SAFETY

Little Heath School takes matters of E-Safety extremely seriously. E-Safety encompasses not only Internet technologies but also electronic communications via mobile phones, games consoles and wireless technology. As a school we encourage the use of technology as an important part of our students' development, but always want them to spend their time online safely.

We are keen to stress to all students that they must be aware of how they treat others, and the responsibilities that they have, especially when using information technology.

Students will be educated in the responsible and safe use of the Internet through a range of strategies:

- Internet safety talk will be given to Year 7 each year ; other year groups will also receive an Internet Safety Assembly on a regular basis through the year;
- ICT and Project 7 lessons will also be used to reinforce messages about safe use of the Internet;
- Acceptable use of the Internet will be explained to students at the start of each academic year via assemblies;
- Students will be made aware of different avenues and websites (ThinkUKnow (CEOP) and Kidscape) through which they can report cyber bullying.

Staff should reinforce e-safety messages across the curriculum.

Parents / Carers play a crucial role in ensuring that their children understand the need to use the internet / mobile devices in an appropriate way. Little Heath School will take every opportunity to help parents understand these issues – for example, through Information Evenings and Briefings for parents.

All staff will be made aware of this appendix and of their responsibilities with regard to E-Safety.

The school takes note of the guidance and its responsibilities outlined in appendix C of the updated "Keeping Children Safe in Education" document published by DfE for September 2016. We also take note of the updated guidance "Preventing and tackling bullying" published by DfE in July 2017.

Appendix 6

CYBERBULLYING

Little Heath School agrees with the definition of cyber bullying provided by the DCFS in their Safe To Learn Guidance : *the use of Information and Communications Technology (ICT), particularly mobile phones and the internet, deliberately to upset someone else.*

We note the search powers included in the Education Act 2011 which give teachers a specific power to search for and, if necessary, delete inappropriate images (or files) on electronic devices, including mobile phones.

Cyber bullying takes different forms: threats and intimidation; harassment or “cyber-stalking” (e.g. repeatedly sending unwanted texts or instant messages); vilification / defamation; exclusion or peer rejection; impersonation; unauthorised publication of private information or images (including what are sometimes misleadingly referred to as ‘happy slapping’ images); and manipulation.

In cyber bullying, bystanders can easily become perpetrators – by passing on or showing to others images designed to humiliate, for example, or by taking part in online polls or discussion groups. They may not recognise themselves as participating in bullying, but their involvement compounds the misery for the person targeted. All members of the school community should be aware that these actions have severe and distressing consequences and that participating in such activity will not be tolerated. “Bystanders” will be sanctioned where appropriate.

Responding to Cyber bullying:

- Little Heath School will respond to victims of cyber bullying in the same way as for victims of any other form of bullying. Victims will be listened to and offered support;
- Victims of cyber bullying will be encouraged to make a note of the date and time of incidents and to save a copy of abusive or threatening text messages or emails;
- Advice will also be given about steps they can take to avoid recurrence – for example, advise those targeted not to retaliate or reply; provide advice on ‘blocking’ or removing people from ‘buddy lists’; and ask them to think carefully about what private information they may have in the public domain;
- Once the person responsible for the cyber bullying has been identified, sanctions will be applied;
- Steps will be taken to change the attitude and behaviour of the bully, as outlined earlier in this policy.

Appendix 7

PROTOCOL FOR RECORDING OF EVIDENCE FOR INCIDENTS INVOLVING MOBILE PHONES/EMAIL/SOCIAL MEDIA - Updated September 2017

PART A: IMAGES

Little Heath School takes note of the guidance issued by Thames Valley Police in January 2016 regarding images:

Re: Dealing with indecent images of children (under 18 years)

We are conscious that there is a heightened awareness of the challenges and dangers associated with inappropriate use of social media, some young people have experienced online bullying through the sharing of indecent images online.

As staff working with young people we have a duty to safeguard them, protecting them from harm in the real and online world. If you become aware of indecent images being shared by or about a young person, please do not:

- screen shot the image
- ask for the image to be forwarded to you
- copy the image
- print the image
- show the image to anyone else

If you do any of these actions, even for the best of intentions, you will have potentially committed the criminal offence of making and distributing indecent images of children. The term 'make' includes downloading images from the internet and storing or printing them out. Deliberately opening an indecent computer email attachment or downloading an indecent image from the internet, so it can be viewed on a screen, is 'making' a photograph. The image does not have to be stored so it can be retrieved. Such an act must be done deliberately, innocently opening such a file is not an offence. For example:

- if an email attachment was opened innocently and not subsequently deleted due to a genuine lack of skill (deleting an email in 'Outlook' may only move it to a 'deleted' directory, much like the 'recycle bin', this directory needs to be emptied and there may be other 'temporary' directories where it could be held);
- if an image was innocently downloaded from the web and immediately deleted without realising that the computer has stored a backup copy in a temporary internet directory, then no offence would be committed.

Should you become aware of images being shared about a young person call Thames Valley Police on 101 and report the instance to them describing the social media site, the date and time the image was posted, the date and time you saw it and the names of those involved. Thames Valley Police will secure the evidence rather than non police staff.

If you are sent an image or screen shot by a young person or parent unsolicited with the request that you deal with the matter, please delete the image from your inbox and deleted items folders and ask those who sent it not to do so again. Contact Thames Valley Police on 101 with the concerns. Do not forward the message to anyone else including the police.

If you are at all unsure then please speak to Trudi Cameron, Designated Person, or David Ramsden, Headteacher.

PART B: WRITTEN EVIDENCE

In order to safeguard members of staff, and so that any written evidence is saved securely in a central place that is accessible, please can we all follow the following procedures in the event of a student or parent having written evidence that they wish to share with us. Please contact a member of the Pastoral team if a student or parent wishes to share evidence with you.

Please note that evidence should not be stored on individual staff areas/desktops or on any personal mobile phone.

Evidence relating to a friendship/cyber bullying issue:

For evidence sent by email:

This evidence should be saved in:

1. Pastoral Drive > e safety evidence > 2017-2018
2. Within "2017-2018", please create a separate folder for each incident (labelled with the student's name and date).

If written evidence is emailed to you: it should, after it is saved on Pastoral Drive, be deleted from individual work email accounts.

For evidence on mobile phones:

We should not be copying evidence from mobile phones ourselves. Please follow the following procedure:

Either:

1. Student should be taken with their phone to UKN Office (please always accompany the student to UKN office) - please do this as soon as is possible so that evidence is secure.
2. UKN staff then copy the evidence onto Pastoral Drive> e safety evidence>2017-2018 (as above).

Evidence where the issue is a Safeguarding concern:

Please ensure that both the Safeguarding Lead and Student Voice co-ordinator are informed of this issue.

Any evidence in this instance should be passed to Safeguarding Lead and Student Voice co-ordinator who will save this in the "E-Safety 2017-2018" folder on J Drive. The Student Voice co-ordinator keeps a separate "E-Safety Safeguarding log" on J Drive.

Appendix 8

PREVENT

Little Heath School pays due regard to its statutory responsibilities under the PREVENT duty and notes the guidance issued by DFE in June 2015 and in “Keeping Children Safe in Education” published in September 2016. General safeguarding principles apply to keeping children safe from the risk of radicalisation as set out in the relevant statutory guidance, *Working together to safeguard children* and *Keeping children safe in education*.

With regard to this policy, the school takes particular note of the need for schools to ensure that children are safe from terrorist and extremist material when accessing the internet in our school. The ICT leadership team will ensure that suitable filtering is in place.

As with other online risks of harm, every teacher needs to be aware of the risks posed by the online activity of extremist and terrorist groups. The school will ensure that these risks are encapsulated within e safety provision.

Appendix 9

EVALUATION

We recognise the importance of gathering and analysing data in order to monitor and evaluate the feelings of our students and the effectiveness of our action. Currently, data concerning pupils’ experiences of how they feel are collected through the annual Feeling Safe Survey organised by the Pastoral team.

Evaluations of the work of the SMILE team will also be used to consider how our younger students are feeling and the impact of Peer Mentoring.

An anti bullying log will be held by the Student Voice team. The Deputy Headteacher with lead responsibility for anti bullying and Student Voice Co-ordinator will monitor and analyse patterns and trends and report to governors and the school’s Leadership Team.

Incidents of bullying with racist content or motivation should be recorded on the Racial Incident Report Form following the guidance issued and in line with the Equality Policy.